

A. 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 \$25,000.00
4. Total cost of the project/event/program etc.: \$87,000.00

B. GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: S0063517Date of Incorporation: 2015-01-05☐ 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: Canada LaPower Running Society3. Group/Organization Street Address: 230-5589 Byrne Road, Burnaby4. Website (if applicable): lapower.club

5. Grant Application Main Contact Person

Name: Elaine QinPhone: ██████████Email: ██████████

6. Contact person #2

Name: Donna AnPhone: ██████████Email: ██████████

7. Number of Volunteers

Confirmed: 40Expected: 60

C. THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: The Second Burnaby Lake Run & Kids Festival

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

3760 Sperling Ave, Burnaby

3. Project/Event/Program Start Date: 2019-09-22

4. Project/Event/Program End Date: 2019-09-22

D. PURPOSE OR BENEFIT

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

Our goal is to organize a whole day Burnaby annual community event with professional 10K/5K races to bring the awareness of healthy living style and build the community connections.

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

Burnaby Lake Run will be held on Sep 22, 2019 at Burnaby Lake. The run offers 10K and 5K to runners and walkers with timing chip; and custom designed medals and technical shirts will be distributed to all finishers and top 3 male and top 3 female 10K racers will receive CASH PRIZE! And top 3 male and top 3 female 5K racers will receive GIFT PRIZE! There will be all day festival on site with various cultural performance and group exercises.

The afternoon Kids and Family Festival is packed with fun and exciting activities for children of all ages starting from 12 PM to 4 PM. The 1.8 KM kids run is for children under 12 years old. Parents are also welcome to run with kids. Custom designed race shirts will be distributed to all runners, and custom designed finish medals will be delivered to kids only.

- 1.8 KM Kids Run (1:00 PM)
- Kids Drawing Contest (1:30PM-3:30PM)
- Meeting with Olympic Marathon Athlete Carey Nelson (1:30 PM ~ 2:15 PM)
- Princess and Pirate entertainment
- Balloon Twisting
- Face Painting
- Games
- Prizes Wheels
- Kids Crafting, Lantern Making
- Chances to be Ambassadors of 2020 Burnaby Kids and Family Festival
- Snacks and refreshments
- And more!

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

The event is a combination of a run/walk event in the morning and kids festival(includes 1.8k kids run, some fun activities and drawing contest) in the afternoon. This whole day event is family oriented and all the participants will benefit from the activities. We are expecting 1200-1500 participants in total.

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 event welcomes all ages residents in Burnaby. Kids run welcomes children from 0-12 years old and parents. The fun activities are suitable for everybody, including seniors. We have arranged quite a few performances during the day. Burnaby residents can participate as runners/volunteers/business vendors etc. Burnaby Hospital Foundation has been chosen as the event's charity partner. This event will help BHD to raise funds and bring the awareness of the hospital financial needs to public long-termly.

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

Burnaby is a great city that has many positive attributes and a deep commitment to improving quality of life for all of its citizens. As a great place to live, work, learn, play and visit, the City of Burnaby is caring, inclusive and vibrant; individuals and the community are working together to meet their needs, realize their potential, and prosper in a healthy environment. Lapower's activities perfectly match The City of Burnaby's social sustainability plan. Burnaby lake run organizing

committee has been working hard to make sure that all participant would find their needs here to start or continue the healthy living style. We enjoy the green world in Burnaby and also want to promote Burnaby's beautiful parks not only local residents but also people from other cities and visitors to Canada. We have chosen Burnaby Lake Regional Park as our event venue and discussed carefully with city staff to make sure that we follow all the rules while we are enjoying the beauty of the park.

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 Lake Run & Kids Festival
Organizer: Canada LaPower Running Society
Supporter: City of Burnaby, Tourism Burnaby
Charity Partner: Burnaby Hospital Foundation
Title Sponsor: Concord Pacific
Silver Sponsors: Scotiabank Burnaby Branch, Telus, Forerunners
Media sponsors: Burnaby Now
Xingdao Daily
Mingbao
AM1470 Radio
Riseweekly
Herland magazine
Lahoo Media

Co-organizer: Canada Beijing Cultural Association
Canadian Construction & Renovation Association
Canada Youth Education Society
Super Mommy Club
Yoyo Hiking Club
West Coast Hiking Club
Jiaotong University Vancouver Alumni Association
Mightybears Club
AOMA Arts Academy

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?

They are a few ways to increase revenue and reduce the cost:

1. Look for more cash or in-kind sponsors for awards/supplies;
2. Ask for personal donations;
3. Encourage more people to register;
4. Cut off the pay to performances;
5. Cut off the after-event reporting budget;

E. 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)

This is the second year for Burnaby Lake Run. In 2019, we have established multiple layers of organizing committee to make the tasks more workable. There are a few teams working in difference field so the decision makers can see the bigger picture and make necessary engagements:
Race team; Volunteer team; Kids activity team; Performing team; Supply team; Marketing team; Group registration team. etc.

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

Eventbrite has been used as the registration tool. Personal information including name, date of birth, address, phone number, email address, gender, home address, t-shirt size, are collected in once. We also conduct after event feedback. We evaluate the events by participants numbers, media reaching numbers, feedback and final revenue.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, **G**, and **H** (marked by an asterisk *).

F. 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?

Source of Revenue	% of Total Revenue Previous Year	% of Total Revenue Current Year
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	30	30
Grants (All federal, provincial, municipal, foundation and gaming grants)	0	20
Donations and Sponsorships (Cash)	50	30
Donations and Sponsorships (In-kind)	20	20
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.

This year, we are adding venders to the fund resources. We have required enough space from City of Burnaby and will setup more tents for businesses. We also offer the site display opportunities for businesses. We have added kids drawing contest into the kids festival to attract more participants and businesses as well.

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	\$0.00	\$0.00	\$2500.00	\$2000.00	
Grant - In-kind	\$0.00	\$0.00	\$0.00	\$0.00	
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00	\$0.00	
Lease Grant	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	

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.

n/a

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

Goal 1:

Make the events to a whole day community events

Description:

Planning more programs and activities; Collaborating with more local organizations; Bring in more participants of the races and kids festival

Goal 2:

Make the races more professional

Description:

The time chipping system has been implanted for 10K&5K; Finishing medals will be delivered to all 10K/5K runners and 1.8K kids runners

Goal 3:

Make the race as the official Burnaby running event

Description:

We appreciate all the supports from the organizations in Burnaby and city of Burnaby as well. We are hoping the make the event as a traditional annual Burnaby event.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	50	150
Volunteer hours per year	1,000	3,000
Number of voting members	5	9

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)

The 1st Burnaby Lake Run has been held on September 23rd, 2018. We had participants from infant to 70s. The routes were all within Burnaby lake regional park and suitable even for strollers and puppies. The report from Burnaby lake run was titled as Parent Power with a photo of a family of 3. Later we found out that the mom is an employee of Scotiabank. She has kept the newspaper in a frame for a beautiful memory.
In 2019, we have made some major changes including: it is a whole day event; We arrange a few children activities and performances from a diversity of cultural background to make the festival atmosphere.; A drawing contest is implanted in. There is also an award coming from Ministry of State for Child Care of BC.

G. INSURANCE AND ACKNOWLEDGEMENT*

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

2. If yes, what coverage?

We have arranged the \$2M insurance for this event, covered City of Burnaby, Metro Vancouver Park Board, and Lapower Running Society.

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

We always appreciate the supports of City of Burnaby, no matters in what way. On our website, posters, press release conference, postings, reports etc., we acknowledge City of Burnaby as the top supporters.

H. FINANCIAL INFORMATION*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Canada LaPower Running Society
For the Fiscal Year:	
Month Fiscal Year Begins:	
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.N/A				
2.				
3.				
Provincial Government (Specify)				
1.N/A				
2.				
3				
Local Government (Specify)				
1. Tourism Burnaby	2500	2000	Y	3 years support to start up a new program
2.				
3.				
Sponsorships (Specify)				
1. Concord Pacific	15000	15000	Y	
2.Telus	0	2000	Y	
3. Scotiabank Burnaby	0	2000	Y	
Earned Revenue				
1. Registration fee	6000	18000	N	
2. Vender		6000	N	
Fundraising (Net Revenue)	0	0		
Individual Donations	0	0		
In Kind Sources	0	0		
Investment Income	0	0		
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	23500	45000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	3000	8000	
Office Supplies & Expenses	1000	3000	
Program & Event Supplies	18000	60000	including chipping system/medal/tshirts/rentals/activities
Advertising & Promotion	800	5000	
Travel & Vehicles Expenses	0	0	
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	0	0	
Professional & Consulting Fees	3500	3500	
Capital Purchases & Improvements	0	0	
Amortization of Capitalized Assets	0	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	2000	4000	
Education and Training for Staff & Volunteers	0	0	
City Services Expenses			
1. booking/rentals	792.01	1792.34	including portable potties/extra garbage bins
2. staffing		200	estimate
Other Expenses			
1.insurance	300	600	
2. Medical services	500	500	Paid medical service for races/ volunteers for after-race activities
3. security	321.30	321.30	
4.			
5.			
Total EXPENDITURES	30213.31	86913.64	
Current surplus (deficit)	-6713.31	-41913.64	