

**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 \$5,000.00
4. Total cost of the project/event/program etc.: \$11,000.00

**B. GETTING TO KNOW YOU**

1. What kind of applicant are you?

☒ Local Registered Non-Profit Society

Society No: S-19173

Date of Incorporation: March 27, 1995

☐ 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: The Heights Neighbourhood Association

3. Group/Organization Street Address: 50 Gilmore Avenue, Burnaby BC V5C 4P5

4. Website (if applicable): \_\_\_\_\_

5. Grant Application Main Contact Person

Name: Margaret Manifold

Phone: [REDACTED]

Email: [REDACTED]

6. Contact person #2

Name: Debbie Reid

Phone: [REDACTED]

Email: [REDACTED]

7. Number of Volunteers

Confirmed: 24

Expected: 24

## **C. THE PROJECT/EVENT/PROGRAM**

1. Name of the Project/Event/Program: Art Crawl - Burnaby Heights

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

Along Hastings Street in Burnaby from Delta to Carleton Ave.

3. Project/Event/Program Start Date: September 28th

4. Project/Event/Program End Date: September 28th

## **D. PURPOSE OR BENEFIT**

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

The goal of this event is to build community through the arts. *Anticipated attendance is 500 people.*

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

Local Burnaby artists will be displaying their artworks at venues along Hastings Street from 11 am – 4 pm on September 28th. This project will allow the public to view, purchase and enjoy local artwork created for the community. Local artists will be present at partnering venues/merchants storefronts to display their artwork and answer any questions that the public may have. It is the hope that this relationship building between the public, the venues and the artists will encourage community building in the Heights area and develop an appreciation for local art.

An all artists gallery will also be included in this crawl with two to three pieces of artwork from each artist housed at the BNH North House during the crawl. The public can view the artwork, receive a map of the event and will be directed to the venues where their favorite artists will be present.

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

This project fits into the category of a "General Grant" because it is being developed in partnership by Burnaby Non-Profit societies.

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?

4. The funds we are applying for will allow us to offer a unique attraction to Burnaby – an art exhibition that everyone is able to enjoy. Economics will not play a role in determining whether individuals can attend, as one of the big draws of this event is that it is a no-cost activity. It is often a struggle for Burnaby residents to find local events that work for those on a limited income. This event is open to families, seniors and youth including those on a fixed income. Based on past projects such as the Living Room Art in The Heights, we expect at least 500 individuals to attend.

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

5. This event is inline with the City of Burnaby's Social Sustainability vision, goals of inclusion, livability and resilience and strategic priority celebrating diversity and inclusion. The impact of an event such as an Art Crawl is that it will bring art to the forefront of an area, create a vibrant, thriving economy, neighbourhoods are livelier, communities are revitalized, and tourists and residents become attracted to the area. Our goal is that through art we will create a more connected community, where individuals of different backgrounds share a common experience, learn new perspectives and understand one another better. We also expect relationship building to take place between the artists and the merchants, creating more opportunity for art displays in the local businesses. The Heights Neighbourhood Association is excited to be a part of the inaugural Burnaby Art Crawl which will highlight and better reflect the diverse cultural interests of our Burnaby neighbourhood.

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.

6. Our community partners are Burnaby Neighbourhood House, Heights Merchants Association and local artists.

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?

7. If we do not receive the full amount, display equipment can be rented and borrowed from local schools. We may also be able to utilize the artists own equipment. However, this is not an ideal situation for the Art Crawl as the equipment needs to be reserved well ahead of time. We may have to cut the local live entertainment during the Art Crawl as well.

## 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)

Each venue will be tallying the number of visitors to the Art Crawl and we will be surveying the artists to determine whether relationship building took place with the venues and the public.

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

We have a short survey for the artists and venues to determine the likelihood that they will participate in future Art Crawls. We ask for a rating of public engagement and their overall satisfaction with the event. The success of this event will be based on numbers of participants and artist/venue feedback.

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?

<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...)		5
Grants (All federal, provincial, municipal, foundation and gaming grants)		
Donations and Sponsorships (Cash)		
Donations and Sponsorships (In-kind)		50
All donations (cash/in-kind) provided by the City of Burnaby		45

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 is a community based arts event and we are pursuing in kind donations from Artists and merchants. It is the intent to continue growing this Art event and pursue funding from Art and Cultural Foundations.

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	\$0.00	\$0.00	\$0.00
Grant - In-kind	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lease Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$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 rationale for the increase.

N/A

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

Goal 1:

To promote the cultural, recreational, environment and educational endeavours of the Heights neighbourhood.

Description:

We do this by offering community events and activities for neighbours to participate in.

Goal 2:

To promote and facilitate organizational networking that will further enhance the quality of life in the neighbourhood.

Description:

We are bringing together local artists, business owners and the residents to promote appreciation of local art.

Goal 3:

To promote the health, safety and well-being of community members.

Description:

By bringing people together we help to reduce isolation and create stronger neighbourhood ties.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	20	21
Volunteer hours per year	200	250
Number of voting members	20	21

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 Heights Neighbourhood Association plans and implements community events that are open to all community members. Our events are usually free or very low cost. In the summer we offer a locally based summer camp and a young reader literacy support program that is affordable for low income families. Examples of our community events and activities include; Janes Walks, All Candidate meetings, Neighbourhood Garden tours, Heritage Talks and Tours, Community Clean Ups and in 2015 we produced a film celebrating the 100th Anniversary of Gilmore Community School.

## **G. INSURANCE AND ACKNOWLEDGEMENT\***

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

2. If yes, what coverage?

\$5 million coverage

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

Name recognition on print materials including event posters, newspaper ads, event invitations and E-vites, on-site recognition, event programs, acknowledgments and announcements, mentions on our website, social media and newsletters, media and posters.

## H. FINANCIAL INFORMATION\*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	The Heights Neighbourhood Association
For the Fiscal Year:	2018
Month Fiscal Year Begins:	January
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)
<b>Federal Government (Specify)</b>				
1.Student Summer Job Grants	\$18,629.00	\$14,337	Y	Summer Student Wage subsidy
2.				
3.				
<b>Provincial Government (Specify)</b>				
1.BC Gaming Grant	\$5,700	\$6,200	Y	Community Gaming Grant
2.				
3.				
<b>Local Government (Specify)</b>				
1.Burnaby School District	\$2,000	\$2,000	Y	Student subsidies
2.				
3.				
<b>Sponsorships (Specify)</b>				
1.				
2.				
3.				
<b>Earned Revenue</b>				
1.Summer Camp Registration	\$37,569	\$39,890	Y	
2.				
3.				
<b>Fundraising (Net Revenue)</b>				
Individual Donations				
In Kind Sources				
Investment Income				
<b>Other Sources (Specify)</b>				
1.				
2.				
<b>Total Revenue</b>	\$63,898	\$62,427	Y	
<b>Total Revenue</b>	0	0		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	\$46,156	\$44,546	Wages and remittances
Office Supplies & Expenses	\$1,719	\$1,476	Accounting services
Program & Event Supplies	\$19,242	\$16,095	All costs associated with our summer camps
Advertising & Promotion			
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues	\$100	\$100	ACE BC and BC Society Act
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.TOTAL EXPENDITURES	\$67,217	\$62,217	
5.Current surplus (deficit)	(\$3,319)	\$210	
Total EXPENDITURES	0	0	
Current surplus (deficit)	0	0	