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**EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: COMMUNITY GRANTING POLICY REVISIONS****RECOMMENDATIONS:**

1. THAT Council authorize an additional \$140,660 in the 2020 budget and onward to award community grants to established Burnaby-based non-profit organizations for programs/events/projects that benefit the community.
2. THAT Council authorize non-profit organizations that provide programs, administration and support services from more than one location, to apply for an additional operating grant of \$10,000 beyond the \$25,000 funding cap, as outlined in Section 4.0.
3. THAT Council approve the updated Community Granting Policy and Application, as appended to this report.
4. THAT staff be authorized to notify recent grant applicants of the updated Community Granting Policy and Application.

**REPORT**

The Executive Committee of Council, at its meeting held on 2019 December 04, received and adopted the attached report proposing revisions to the Community Granting Policy.

Respectfully submitted,

Councillor S. Dhaliwal  
Chair

Mayor M. Hurley  
Vice Chair

Copied to:	City Manager Director Corporate Services Director Finance Director Parks, Recreation and Cultural Services
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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL **DATE:** 2019 November 28

**FROM:** DIRECTOR FINANCE **FILE:** 7400-01

**SUBJECT: COMMUNITY GRANTING POLICY REVISIONS**

**PURPOSE:** Propose revisions to the Community Granting Policy.

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**RECOMMENDATIONS:**

1. **THAT** the Executive Committee of Council recommend Council authorize an additional \$140,660 in the 2020 budget and onward to award community grants to established Burnaby-based non-profit organizations for programs/events/projects that benefit the community.
2. **THAT** the Executive Committee of Council recommend Council authorize non-profit organizations, that provide programs, administration and support services from more than one location, to apply for an additional operating grant of \$10,000 beyond the \$25,000 funding cap as outlined in Section 4.0.
3. **THAT** the Executive Committee of Council recommend Council approve the updated Community Granting Policy and Application, as appended to this report.
4. **THAT** staff be authorized to notify recent grant applicants of the updated Community Granting Policy and Application.

**REPORT****1.0 INTRODUCTION**

The Community Grants Program is intended to provide financial support to eligible Burnaby-based non-profit organizations that deliver specific programs and services that benefit the community. Rather than using City resources as an indefinite funding source, the program has always encouraged organizational long-term self-sufficiency. To date in 2019, approximately 50 non-profit organizations have benefitted from the City's Community Grants Program.

## **2.0 POLICY SECTION**

### **Goal**

- A Connected Community
  - Social connection –  
Enhance social connections throughout Burnaby
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
  - Celebrate diversity –  
Create more opportunities for the community to celebrate diversity
  - Serve a diverse community –  
Ensure City services fully meet the needs of our dynamic community
  - Create a sense of community –  
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery

## **3.0 BUDGET FOR PROGRAMMING GRANTS**

At the beginning of 2019, the Community Grants Program budget was \$159,340 for programming grants only. In 2019 April, the Community Grants Program budget was increased by \$100,000 to allow for non-profit organizations to request grants for operating expenses. With this increase, the total Community Grants Program budget is \$259,340. As of 2019 November, the programming portion of the budget has been exhausted.

Given that there are numerous eligible Burnaby-based non-profit organizations, it is expected that the number of applicants will increase in the future for such assistance. In order to ensure Burnaby non-profit organizations are receiving the required support from the City, staff recommend that the Community Grants programming portion of the budget be increased by \$140,660 in 2020 through the budget process for a total Community Grants Program budget of \$400,000. This increase will ensure sufficient support for all eligible applicants in accordance with grant criteria.

#### **4.0 ADDITIONAL OPERATING GRANT**

Currently, the Community Grants Program allows for organizations to apply for one operating grant to a maximum request of \$10,000 which would be included within a cap on financial assistance from the Community Grants Program of \$25,000 per organization. An organization can apply for an operating grant and/or up to two programming grants within the \$25,000 cap. All Community Grants are awarded for a one year term and are subject to annual review and approval by Council who would have the right to decline or reduce the amount of financial assistance.

Over the past eight months, organizations that operate out of multiple locations have approached the Executive Committee of Council requesting grant applications be reviewed on location versus organization basis. A non-profit organization with multiple locations that provide programs, administration and support services to the community serves the unique needs of the community they are located in. Services are shaped and prioritized at the local level through these locations.

In order to recognize the unique needs of organizations that have multiple locations which provide programs, administration and support services, staff recommend that the Community Granting Policy be updated to allow for potential award of one additional operating grant to a maximum of \$10,000 in these cases. As a result, a non-profit organization with multiple locations that provide programs, administration and support services to the community would be able to apply for:

- up to two operating grants to a maximum value of \$10,000 each if additional locations provide programs, administration and support services, for a maximum operating grants of \$20,000; and
- up to two program grants to a maximum of \$15,000 for the organization.

Total grants to an organization operating from multiple locations that provide programs, administration and support services to the community would be to a maximum of \$35,000. Maximum funding for all other organizations would remain at \$25,000.

Should the Committee and Council approve this recommendation, the attached draft Community Granting Policy and Application would be implemented.

#### **5.0 ADDITIONAL POLICY AND APPLICATION UPDATES**

Staff have taken the opportunity to make minor edits to the Policy and Application for further clarification on guidelines and ease of completing the application.

In addition, staff have included information on Fee Waivers in the Policy and on the Application, consistent with current processes and guidelines.

To: Executive Committee of Council  
From: Director Finance  
Re: Community Granting Policy Revisions  
2019 December 04..... Page 4

## 6.0 RECOMMENDATIONS

This report reviews specific provisions of the City's current Community Granting Policy, and outlines several revisions to the Policy. Staff advise that the Executive Committee of Council recommend Council authorize:

- An additional allocation of \$140,660 to the Community Grants Program budget in 2020 and onwards for a total Community Grants Program budget of \$400,000;
- Non-profit organizations, that provide programs, administration and support services from more than one location, to apply for an additional operating grant of \$10,000 beyond the \$25,000 funding cap;
- The updated Community Granting Policy and Application; and
- Staff to notify past applicants.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK /nv:md

Attachment: 1 – Community Granting Policy and Application Form, version 3.0 revised 2019  
November 28

Copied to: City Manager  
Director Corporate Services  
Director Parks, Recreation and Cultural Services  
City Clerk



## Community Grant Application

### EXECUTIVE COMMITTEE OF COUNCIL COMMUNITY GRANTING POLICY

Grant requests which come under the following broad headings will be considered:

#### A. General Grants

##### Eligible General Requests

- i. General grants are awarded to defray a portion of costs for established (operating for at least one year) Burnaby-based registered/incorporated non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities, as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy.
- ii. Applicants must receive substantial revenue from other sources. Applicants may apply for up to one Operating Grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two Programming Grants (project/event/program) per year for total maximum (operating and programming) grants of \$25,000 per organization within the calendar year. Organizations operating from more than one location that provide programs, administration, and support services, may apply for one additional operating grant up to \$10,000, not subject to the \$25,000 maximum. Grant applications will be reviewed individually by the Executive Committee of Council, and are conditional on the availability of funding allocated for the respective year.

Operating Grants are provided to offset costs incurred to operate the organization, including:

- Salaries;
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies;
- Maintenance and repair costs.

Programming Grants are provided to offset the costs of delivering a specific project/event/program such as outreach initiatives, block parties, environmental and other community events. Programming Grants may also be provided through in-kind services from the City (i.e. printing services).

##### Ineligible General Requests

- i. General grants ARE NOT available to cover costs for past events.
- ii. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- iii. Organizations that provide funding to non-Burnaby based third party non-profit organizations.

#### B. Recreational Sport Grants

A Recreational Sport Grant request will be considered for travel expenses only.

- i. The application must be made by a support organization.
- ii. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities, or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams).
- iii. Only players that are 1) competing in a championship tournament **outside of the Lower Mainland**, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for Provincial grant funding.

iv. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship competitions for a team or individuals who are Provincial Champions.

v. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team

vi. Consideration will be given only for travel to a National or Western Canada Championship tournament. In the event that there is both a Western Canada and a National Championship tournament, only ONE event will be considered for funding.

### **C. Fee Waivers**

Fee Waivers are provided to Burnaby-based non-profit organizations who are hosting an event at a City of Burnaby Civic Facility. Event date must be scheduled with City staff and coordinated with other bookings.

#### **Eligible Requests**

- For charitable initiatives, applicants must be Burnaby-based and provide details of their initiative on the application.
- Any fundraiser proceeds must support a municipal facility, project, or initiative which benefits Burnaby residents.
- Any golf tournament must be held in May, June, September or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants.
- To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the waiver.
- Non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

### **Grant Application Criteria and Guidelines**

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A (i) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Tuesday at 4:45 pm, three weeks prior to the scheduled Executive Committee of Council meeting week. Committee meeting dates and grant application deadlines are available on the Committee's webpage at burnaby.ca.
4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
5. Applicants for General Operating Grants are not required to complete sections C, D, and E of the application (marked by an asterisk \*).
6. Applicants for Recreational Sport Grants are not required to complete sections F and H of the application (marked by two asterisks \*\*).

### **Grant Approval**

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded.



# 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 organization 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, news releases and signs. Acknowledgement is provided by using the City of Burnaby logo in accordance with prescribed standards.*

Signature

Title:

Name (Print Name):

Date:

Signature

Title:

Name (Print Name):

Date:

## **A. GETTING STARTED**

1. Are you? ☐ New Applicant ☐ Returning Applicant
2. Select the Community Grant you are applying for: ☐ General Grant (Operating) ☐ General Grant (Programming)  
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \_\_\_\_\_ ☐ In-kind (check if applicable)
4. Total cost of the project/event/program etc.: \_\_\_\_\_
5. 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.

## **B. GETTING TO KNOW YOU**

### 1. Applicant Type:

- ☐ Local Registered Non-Profit Society

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

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

- ☐ Registered Charity Charitable No.: \_\_\_\_\_

- ☐ National/International Non-profit operating locally

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

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

- ☐ Sport or Recreation Organization

- ☐ Other Specify: \_\_\_\_\_

2. Organization Name: \_\_\_\_\_

3. Organization Street Address: \_\_\_\_\_

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

### 5. Grant Application Main Contact Person:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 6. Alternate Contact Person:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicants for **General Operating Grants** are not required to complete sections **C, D, and E** (marked by an asterisk \*).

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

1. Name of the Project/Event/Program: \_\_\_\_\_
2. Project/Event/Program Location (physical street address or event location):  
\_\_\_\_\_
3. Project/Event/Program Start Date: \_\_\_\_\_
4. Project/Event/Program End Date: \_\_\_\_\_

### **D. PURPOSE OR BENEFIT\***

1. Describe the purpose or goal of the project/event/program.
2. Describe the project/event/program, and the activities.
3. 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/event/program?
4. Describe how the project/event/program aligns with one or more of the following ([Official Community Plan](#), [Social Sustainability Strategy](#), [Economic Development Strategy](#), and [Environmental Sustainability Strategy](#)):
5. 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. 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?

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

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks \*\*).

## **F. LONG TERM VIABILITY\*\***

**ATTENTION:** The Community Grant 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.)		
Grants (All federal, provincial, municipal, foundation and gaming grants)		
Donations and Sponsorships (Cash)		
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		

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.

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3. Please identify the cash value (\$) of all City of Burnaby contributions your organization 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 the City's 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. Describe the top 3 goals for the organization in the current year.

Goal 1:

Description:

Goal 2:

Description:

Goal 3:

Description:

5. Please complete the following for your organization:

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

6. 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 maximum)

## **G. INSURANCE AND ACKNOWLEDGEMENT**

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

2. If yes, what coverage?

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby?  
(maximum 500 characters)

## H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

Please identify if you are providing the information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input type="radio"/> Project/Event/Program
For the Fiscal Year:	
Month Fiscal Year Begins:	

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.				
2.				
3.				
Local Government (Specify)				
1.				
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue (Specify)				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
<b>Total Revenue</b>				

<b>Expenditures</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>Brief Descriptions/ Comments (type of grant and funding period)</b>
Total Compensation Expenses			
Office Supplies & Expenses			
Program & Event Supplies			
Advertising & Promotion			
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 Expenses as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
<b>Total Expenditures</b>			
<b>CURRENT SURPLUS (DEFICIT)</b>			

## **YOUR GRANT APPLICATION IS IMPORTANT**

Please be as thorough as possible in the completion of the grant application to ensure that your application is not delayed or denied consideration while additional information is being obtained.

### **Submission Process**

- Grant applications **MUST** be completed in full and be legible.
- Incomplete applications will be returned to the applicant for completion and re-submission for consideration.
- Please EMAIL an ELECTRONIC VERSION of the COMPLETE Community Grant Application package (including attachments of supporting materials) to: [clerks@burnaby.ca](mailto:clerks@burnaby.ca).
- **The grant application MUST include the organization's operational budget for the current year and accountant prepared or official financial statements for the last complete year of operations.**
- For more information please call 604-294-7295 or e-mail [clerks@burnaby.ca](mailto:clerks@burnaby.ca).