

## **A. GETTING STARTED**

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)  
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$500.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$3,000.00
5. 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.

Increase due to increase in rentals of inflatable games and wages

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

1. Applicant Type:
- ☐ Local Registered Non-Profit Society  
Society No: \_\_\_\_\_  
Date of Incorporation: \_\_\_\_\_
- ☒ Registered Charity Charitable No: 811237338RR0001
- ☐ National/International Non-profit operating locally  
Society No: \_\_\_\_\_  
Date of Incorporation: \_\_\_\_\_
- ☐ Sport or Recreation Organization
- ☐ Other Specify: \_\_\_\_\_
2. Organization Name: Company of Disciples
3. Organization Street Address: 907 - 2077 Rosser Avenue, Burnaby, V5C0G6
4. Website (if applicable): www.companyofdisciples.com
5. Grant Application Main Contact Person:
- Name: Jonathan Chan  
Phone: [REDACTED]  
Email: [REDACTED]
6. Alternative Contact person:
- Name: Dominic Woo  
Phone: [REDACTED]  
Email: [REDACTED]

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

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

1. Name of the Project/Event/Program: Cumberland Place Community Block Party

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

8533 Cumberland Place, Burnaby, V3N5C1

3. Project/Event/Program Start Date: 2020-07-18

4. Project/Event/Program End Date: 2020-07-18

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

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

To connect the communities who reside in the 4 Townhouse complexes and 2 social housing complexes within a 3 block radius

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

The block party will have free hot dogs, popcorn and cotton candy. Family friendly games and inflatables. Display booths from local non-profits, city services and civic/federal/provincial leaders and neighbourhood potluck. We also have indigenous art displays and project booths for food sustainability, waste reduction and block watch. We conclude with a "Celebrate Burnaby" sidewalk chalk competition where contestants draw art pieces that celebrate Burnaby.

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?

The block party encourages residents to make investment in time, emotion and talent towards their neighbourhood. Many young families who live in high density complexes like townhouses are transient but because of these block parties, we've been seeing a greater amount of residents willing to stay and invest in the well being of our neighbourhood. People have now said "We were going to move but decided to stay because of the community." This nurtures trust among our neighbours, stability and public safety for the elderly and children. Approximately 300 residents will benefit.

4. Describe how the project/event/program aligns with one or more of the following (Official Community Plan, Social Sustainability Strategy, Economic Development Strategy, Environmental Sustainability Strategy):

The event is open to the public which encourages diversity and inclusiveness. Since our neighbourhood not only has market townhouses but 2 social housing complexes, these events help break down social stigmas and create a safe, liveable and just neighbourhood where people do not immediately view others with suspicion. Each year, strata councils and management get together to develop projects where we can work together such as food sustainability and waste reduction. This year we hope to develop a project to transition from single use plastics.

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.

MLA: Hon. Ms. Katrina Chen, MP: Mr. Peter Julian, Vancouver Foundation, Ms. Winnie Pak Real Estate, More than a Roof, Avalon Housing Co-op and strata councils from Ashcombe, Deerfield, Wildflower and Chancery Lane.

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?

In the previous years, we approach corporate sponsors from local businesses and reduce inflatables

## **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)

We conduct a survey at the end of the event through the strata councils and take down a number of youth volunteers involved

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

Comments from surveys, number of people they connected with whom they did not know before, project signups

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

## 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...)		
Grants (All federal, provincial, municipal, foundation and gaming grants)	10	10
Donations and Sponsorships (Cash)	80	80
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby	10	10

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 are applying for the Vancouver Foundation Neighbourhood Grant and sponsorships from political leaders and businesses

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	\$200.00	\$250.00	\$300.00		\$500.00
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Gather enough volunteers for our "No Plastic" project

Description:

Every year our community creates a project that brings everyone together. Since single use plastics are now being phased out. We decided to develop a team to help create innovative ways to help people transition from single use plastics.

Goal 2:

Form a new Block Watch team

Description:

Every year our previous year's block watch steps down and a new block watch team is formed

Goal 3:

Meet newcomers to our community

Description:

Welcoming new people who have recently moved into the neighbourhood and provide them with the necessary support they need. Example: Some of the newcomers last year were refugees.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	15	20
Volunteer hours per year	150	200
Number of voting members	5	5

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 Max)

We are driven by our charitable mandate to be inclusive and open to everyone who has interest to participate or engage with the projects and activities we host. Our political leaders help coach us on various public events while some of our diverse sponsors help us provide an optic that we are inclusive

## **G. INSURANCE AND ACKNOWLEDGEMENT**

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

2. If yes, what coverage?

5 million

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

For the previous years, The City of Burnaby logo has been on all our marketing material and banner

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

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
For the Fiscal Year:	2020
Month Fiscal Year Begins:	April

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. MP: Peter Julian	200	200	N	Sponsorship
2.				
3.				
<b>Provincial Government (Specify)</b>				
1.MLA: Katrina Chen	150	150	N	Sponsorship
2.				
3				
<b>Local Government (Specify)</b>				
1.Burnaby Grant	300	500	N	Grant
2.				
3.				
<b>Sponsorships (Specify)</b>				
1.Strata Complexes	1000	1000	N	Sponsorship
2.Winnie Pak Real Estate	525	600	N	Sponsorship
Other		150		
<b>Earned Revenue</b>				
1.				
2.				
3.				
<b>Fundraising (Net Revenue)</b>				
Individual Donations	250	400	N	Donations
In Kind Sources				
Investment Income				
<b>Other Sources (Specify)</b>				
1.				
2.				
3.				
<b>Total Revenue</b>	<b>2425</b>	<b>3000</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 Expense	0	0	
Office Supplies & Expenses	50	100	Banners and posters, sidewalk chalk and balloons
Program & Event Supplies	1900	2200	Rentals for Inflatables
Advertising & Promotion	100	100	Website and Social Media
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees	375	600	Magician and balloon animal artist
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 (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
<b>Total Expenditures</b>	<b>2425</b>	<b>3000</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-2425</b>	<b>-3000</b>	