

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: \$ 1,500 ☒ In-kind (check if applicable)
4. Total cost of the project/event/program etc.: \$ 22,463.00
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.

N/A

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No.: 12948 1388 RR 0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: BURNABY HOSPICE SOCIETY

3. Organization Street Address: 4535 KINGSWAY, BURNABY, BC, V5H0E5

4. Website (if applicable): http://burnabyhospice.org

5. Grant Application Main Contact Person:

Name: CURTIS LEE

Phone: 604.520.5016

Email: curtis.lee@burnabyhospice.org

6. Alternate Contact Person:

Name: MELANIE WAKELAND

Phone: 604.520.5087

Email: Melanie.wakeland@burnabyhospice.org

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: HIKE FOR HOSPICE BURNABY 2020

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

CENTRAL PARK BURNABY

3. Project/Event/Program Start Date: MAY 3 2020

4. Project/Event/Program End Date: MAY 3 2020

D. PURPOSE OR BENEFIT*

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

Hike for Hospice's purpose is to raise much needed funds for Burnaby Hospice Society's mission of providing compassionate hospice palliative care to individuals and families during the end-of-life journey; while also advocating and building awareness to the many challenges faced by hospice palliative care and to promote the phenomenal work that all volunteers and professionals in the field perform daily.

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

Hike for Hospice is a unique national fundraising event across Canada. Members of our community- hikers, walkers, donors, pledgers, supporters, etc.- gather in Central Park, Burnaby on the first Sunday of May to build awareness and raise much needed funds for Burnaby Hospice Society. Participants walk either a 3km or 5km route in memory of a loved one. After the hike, there is a BBQ, silent auction, kid's activities, and 50/50 draw.

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?

All funds raised will remain locally to support the Burnaby Hospice Society so that we may continue our critical work of providing compassionate care to individuals and families during the dying and grieving process. Last year, Hike for Hospice Burnaby 2019 had over 120 participants at Hike for Hospice. In part to the funding received from Hike for Hospice, our bereavement services provided free support to 639 clients; while our palliative volunteers visited over 3,000 number of patients, family, and friends at Burnaby General Hospital, St. Michael's Hospice, and within the Burnaby community.

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](#)):

Burnaby Hospice Society's services align with the official community plan, section 13, community services and facilities goal: "To establish, facilitate, and help coordinate...a broad range and high standard of community facilities and services that will meet the diverse and changing needs of the community" and specifically, Section 13.2.7, Health Services Goal: "To cooperate with...community agencies and other appropriate parties to develop the range of health services to address physical and psychological health needs of Burnaby residents". The funds raised at Hike for Hospice will aid in operating costs for all of our complimentary services and programs for Burnaby residents. Furthermore, Hike for Hospice will bring awareness to the many challenges faced by hospice palliative care and to promote the phenomenal work that all volunteers and professionals in the field perform.

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.

Community Partners: Ocean View Burial Park and Funeral Home, What's On! Burnaby, Royal Canadian Legion Branch #83, Burnaby Loughheed Lions Club, Starbucks, 93.7 JR Country, and Burnaby South Lawn Bowls Club.
Stakeholders: Fraser Health, Burnaby General Hospital, and St. Michael's Hospice.

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)

The success of Hike for Hospice will be dependant on a few goals and benchmarks set from previous Hike for Hospice events:

- a) Funds Raised- Previous years has raised roughly \$25,000 net for hospice palliative care. Our goal is to make more than the previous year.
- b) Awareness-This event is an opportunity for us to raise awareness about palliative hospice care and our free services available to the community . Having over 125 attendees at our event, and another 2500 pledgers is our set target

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

We collect registration forms from all participants at Hike for Hospice as well as suggestions from our comment box. We evaluate our programs and services based on the number of attendees for our counselling, anonymous feedback surveys from our clients, direct feedback from our stakeholders, etc.

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?

Source of Revenue	% of Total Revenue Previous Year	% of Total Revenue Current Year
Earned Revenue (All ticket sales, registration fees, memberships, etc.)	73.5%	69.5%
Grants (All federal, provincial, municipal, foundation and gaming grants)	16.0%	14.5%
Donations and Sponsorships (Cash)	6.6%	10.8%
Donations and Sponsorships (In-kind)	2.4%	3.7%
All donations (cash/in-kind) provided by the City of Burnaby	1.5%	1.5%

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.

Currently, our Society relies on our thrift store to generate 65% of our revenue stream. However, over the last 2 years, Burnaby Hospice Society has made fundraising an initiative and priority to diversify and increase funding . In 2018, we created a new annual fundraiser gala every September. The primary objective for this Gala is to raise funds for operational costs. Last year's gala successfully raised over \$50,000. Next year, we plan to concentrate on solidifying and increasing our membership base in an aim to increase awareness and individual donations.

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	1,500.	\$1,500.	\$1,500.00		\$1,500
Permissive Tax Exemption	\$7,827	\$6,841	\$5,797		
Lease Grant	\$10,763.5	10,988.49	11,224.31	\$11,446.85	
Other					

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

Goal 1:

Support existing programs and develop new ones as appropriate.

Description:

Review our current bereavement (counselling) and palliative services and modify as appropriate and explore the establishment of new programs and wellness centre.

Goal 2:

Community Awareness

Description:

Description: Expand community awareness of hospice palliative services and continue to grow our visibility in Burnaby community.

Goal 3:

Volunteer Support

Description:

Expand volunteer recruitment and retention efforts.

5. Please complete the following for your organization:

	Previous Year	Current Year
Number of volunteers (including Board)	159	189
Volunteer hours per year	23,078	22,749
Number of voting members	175	175

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)

The Burnaby Hospice Society has policies in place that does not discriminate anyone needing our services, regardless of age, ability, orientation, ethnicity, and status. All of our programs and services are free of charge and open to anyone in Burnaby.

Burnaby Hospice Society continually reviews policies to ensure our programs and services are inclusive of all Burnaby residents.

As part of the YMCA youth employment program, our thrift store has employed numerous youth with different abilities, orientations, ethic/cultural backgrounds, and socio-economic statuses. Many of these youth have gained the confidence and working abilities from their employment with Burnaby Hospice Society.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$ 10,000,000.00

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

Burnaby Hospice Society will acknowledge the City of Burnaby's contribution in all our promotional material, including but not limited to: Hike for Hospice posters, Hike for Hospice registration forms, Hike for Hospice Signage, Website, Annual General Meeting report, and social media.

Burnaby Hospice Society will also verbally acknowledge City of Burnaby at the event.

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 checked="" type="radio"/> Project/Event/Program
For the Fiscal Year: <u>2019 - 2020</u>	
Month Fiscal Year Begins: <u>APRIL</u>	

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. CITY OF BURMANA	1,500	1,500	N	IN KIND PRINTING
2.				
3.				
Sponsorships (Specify)	5,000	7,000	N	
1. ROYAL CANADIAN LEGION # 83	2,500			
2. OLEAN VIEW	2,500			
3.				
Earned Revenue (Specify)				
1. EVENT ACTIVITIES	2,515	2,800	N	50/50, FOOD SALES, SILENT AUCTION
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations	16,250	17,200	N	PLEDGES
In Kind Sources	16,500	16,500	N	
Investment Income				
Other Sources (Specify)				
1. MATCHING DONATIONS	1,600	5,500	N	PROLAM BUDDHIST SOCIETY
2.				
3.				
Total Revenue	43,365	\$ 50,500	N	

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expenses			
Office Supplies & Expenses			
Program & Event Supplies	3,683	3,725	FOOD, TENTS, SUPPLIES, ETC.
Advertising & Promotion	1,200	1,200	BURNABY NOW
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. VENUE	280	500	LAWN BOWLING RENTAL
2. IN KIND	18,500	18,500	ADVERTISING, PRINTING,
3.			
4.			
5.			
Total Expenditures	22,463	23,425	
CURRENT SURPLUS (DEFICIT)	+20,902	+26,575	