



Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 APRIL 07

FROM: DEPUTY CITY CLERK

FILE: 07400-01

SUBJECT: **COMMUNITY GRANT APPLICATION**
#20.10. – CAMERAY CHILD AND FAMILY SERVICES
(ITEM NO. 6.2., MANAGER'S REPORTS, COUNCIL 2020 APRIL 06)

Burnaby City Council, at the Open Council meeting held on 2020 April 06, received a report from the Director Finance seeking Council review and approve the Community Grant applications for April. Council approved the grant applications #20.11., #20. 12., and #20.13.

In addition, Council receive a grant application #20.10. – Cameray Child and Family Services. The Director Finance recommended:

THAT Council approve a \$15,000 programming grant for Cameray Child and Family Services (on behalf of BECD Community Table) in support of early childhood development education and awareness raising community-wide events to be held from 2020 April 01 to 2021 March 31.

Arising from discussion, Council **REFERRED** the Community Grant application #20.10. – Cameray Child and Family Services to the Executive Committee of Council for consideration.

A copy of the Cameray Child and Family Services' application is attached for your information.


Blanka Zeinabova
Deputy City Clerk

Copied to: Director Finance

Our Vision: A world-class city committed to creating and sustaining the best quality of life for our entire community.

#20.10. - Cameray Child and Family Services

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: \$15,000 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$19,925
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.

We are applying for this grant, on behalf of the Burnaby Early Childhood Development (ECD) Table, in order to be able to put on Burnaby-wide programs and events. Our previous grant in January 2020 was for an operating grant. After analyzing a variety of research in October 2019, the Table identified community programs and events that are needed and requested by our families with children from birth to 6 years old, as well as service providers. The program and event goals are to enhance awareness and capacity through knowledge dissemination. The activities will also strengthen community inclusion and connections, reduce social isolation, and foster greater community belonging and participation.

B. GETTING TO KNOW YOU

1. Applicant Type:

- ☒ Local Registered Non-Profit Society

Society No: S-17939

Date of Incorporation: March 1, 1983

- ☒ Registered Charity Charitable No: 130534613RR0001

- ☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

- ☐ Sport or Recreation Organization

- ☐ Other Specify: _____

2. Organization Name: Cameray Community Fund (aka Cameray Child & Family Services)

3. Organization Street Address: #102 - 5623 Imperial Street, Burnaby, BC V5J 1G1

4. Website (if applicable): www.cameray.ca

5. Grant Application Main Contact Person:

Name: Tracey Rusnak

Phone: [REDACTED]

Email: tracey.rusnak@cameray.ca

6. Alternative Contact person:

Name: Kamala Sproule

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: Early Childhood Development Education and Awareness Raising Community-Wide Events
2. Project/Event/Program Location (physical street address or event location):
Healthy Kids Fairs (Bonsor, Edmonds and Cameron rec centres); Play to Learn (North Burnaby, on Saturday morning); Child Care Appreciation Event (Burnaby Neighbourhood House, South); Family drop-in programs (Brentwood Community Resource Centre); and 4 educational workshops for families/service providers (in North and South Burnaby).
3. Project/Event/Program Start Date: April 1, 2020
4. Project/Event/Program End Date: March 31, 2021

D. PURPOSE OR BENEFIT*

1. Describe the purpose or goal of the project/event/program.
To offer learning opportunities, access to community resources, and strengthen community connections and inclusion.
2. Describe the project/event/program, and the activities.
Three early childhood development education workshops, four community-based events, two family drop-in programs.
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?
Parents/children, service providers and Early Childhood Educators (ECE) working in child cares - +2,500 people.
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 SSS's: celebrating diversity and culture, learning for life, getting involved and enhancing neighbourhoods.
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.
City of Burnaby, Ministry for Children and Family Development, School District 41, Fraser Health, and over 15 non-profits.
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?
We could not run all of the activities and/or we would scale back on them.

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 will have reached our goals if we reach 1000 participants, and the evaluative feedback indicates an increase in awareness and knowledge around the given topic area(s), as well as an increase in families' and caregivers' knowledge of and access to resources and supports in order to enhance their connections to community services and one another.
2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?
A multi-pronged event and program evaluation . Participants complete an evaluation form following the event/program. Quantitative data is gathered in terms of participant numbers, types of participants, and socio-demographics of participants. The evaluation design is aligned with short term outcomes grounded in our Strategic goals.

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...)	0	0
Grants (All federal, provincial, municipal, foundation and gaming grants)	0	2.5%
Donations and Sponsorships (Cash)	100%	22.2%
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	0	75.3%

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.

The funds we are seeking are to support the programs/events organized by the ECD Table. The funds previously applied for were for table coordination costs. We are also pursuing contributions from CUPE Local 23, the Burnaby Festival of Learning, and the Burnaby School District. Funding also comes from the extensive in-kind contributions of member agencies to facilitate the provision of city-wide programs and events. We have sought support from Vancity, WorkBC Community and Employer Partnership Fund, and the Ministry for Children and Family Development, but without success due to different priorities. The ECD Table continues to explore other revenue sources, through its networks and research.

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			\$7,000	\$8,000	\$10,000.00
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Communities Support the Development of All Children and Families

Description:

Strategy 1: Engage in collaborative planning and capacity building for integrated neighbourhood planning and service delivery that includes hard-to-reach, multi-barriered families and children.

Strategy 2: Educate and raise awareness with the community - service providers, residents, business, government - about the importance of investing in healthy child development, including child care.

Objective 1: Increase knowledge and awareness in the community about the importance of early childhood development.

Goal 2:

Families and caregivers have the knowledge, resources and supports to help children develop to their full potential

Description:

Objective 1: Increase families' and caregivers' knowledge of and access to resources and supports that will enhance their connections to community services and one another.

Strategy 1: Ensure that ECD programs and services, including child care, are part of a coordinated, integrated continuum.

Strategy 2: Work together to promote the importance of an inclusive (i.e. of abilities, cultures, identities, socio-economic) family friendly community.

Goal 3:

Description:

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	15	20
Volunteer hours per year	80	120
Number of voting members	N/A	N/A

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)

The Burnaby Early Childhood Development Community Table is a collaborative coalition of 46 non-profit and public partners that work cooperatively to deliver programs and services to all families with children age 0-6, including children with special needs, immigrants and refugees, Indigenous families, low income families, mainstream Canadian families, and LGBTQ2+ families. Two outreach workers also reach out to and support Burnaby's most isolated and vulnerable families, in the North and South.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$2,000,000

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

If awarded a grant, the Table will acknowledge the contribution from the City of Burnaby in the following:

- on its Kidsinburnaby.ca website
- in all event posters
- in any other grant applications
- by notifying all 46 Table member agencies

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="checkbox"/> Organization <input checked="" type="checkbox"/> Project/Event/Program
For the Fiscal Year:	2020-2021
Month Fiscal Year Begins:	April 2020

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. Burnaby School District 41	\$0	\$500	Y	Community grant-April 1, 2020 to March 31, 2021 - for one workshop
2.				
3.				
Local Government (Specify)				
1. City of Burnaby	\$0	\$15,000	N	Community grant-April 1, 2020 to March 31, 2021
2.				
3.				
Sponsorships (Specify)				
1. CUPE Local 23	\$3,600	\$3,600	N	Community grant - April 1, 2020 to March 31, 2021- used for Play to Learn, Healthy Kid
2. Burnaby Festival of Learning	\$0	\$825	Y	Community grant - May 5, 2020. For one parent/service provider workshop.
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	\$3,600	\$19,925		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	\$900	\$13,000	April 1, 2020 to March 31, 2021. To organize, coordinate, attend and evaluate the events and programs.
Office Supplies & Expenses	\$1,000	\$700	April 1, 2020 to March 31, 2021. For printing costs of educational/ handouts, evaluations, and workshop/ event materials.
Program & Event Supplies	\$1,100	\$2,500	April 1, 2020 to March 31, 2021. For food and participant supplies in the program and the events.
Advertising & Promotion		\$225	
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees	\$600.00	\$2,500	April 1, 2020 to March 31, 2021. Presenters' fees and honorariums.
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. Space rental		\$1,000	April 1, 2020 to March 31, 2021. Paying for some of the non-profit, and city spaces to hold the events.
2.			
3.			
4.			
5.			
Total Expenditures	\$3,600	\$19,925	
CURRENT SURPLUS (DEFICIT)			