

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: \$5,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$10,000.00
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.

n/a

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

n/a

B. GETTING TO KNOW YOU

1. Applicant Type:

☒ Local Registered Non-Profit Society

Society No: S-21833

Date of Incorporation: November 12, 1986

☐ Registered Charity Charitable No: _____

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: B.C. Pets & Friends

3. Organization Street Address: 60 Semisch Avenue, North Vancouver, BC V7M 3H8

4. Website (if applicable): www.petsandfriends.org

5. Grant Application Main Contact Person:

Name: Carla Pellegrini

Phone: [REDACTED]

Email: [REDACTED]

6. Alternative Contact person:

Name: Katie Oster

Phone: 604-688-1766

Email: katie@petsandfriends.org

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Pets and Friends - Children's Program

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

Various facilities in Burnaby (i.e. libraries, book stores, etc.)

3. Project/Event/Program Start Date: June 1, 2020

4. Project/Event/Program End Date: May 31, 2021

D. PURPOSE OR BENEFIT*

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

Pets and Friends (PF) provides free pet visitation to long-term and seniors care facilities across the Lower Mainland. PF currently works with over 200 different facilities, including 25 facilities in Burnaby. PF has experienced high demand from both its volunteers and prospective facilities to provide pet visitation to facilities oriented around children. This project will create a new program to meet this demand and offer pet therapy to children.

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

The project will involve four phases: planning, design, implementation and evaluation. During the planning phase, PF will identify a children's program training expert to work with and will identify a list of prospective facility partners as well as venues to host volunteer screenings and trainings. During the design phase, PF will develop new screening and training processes for pet therapy teams that will visit children (vs. seniors which is what current screening and training processes focus on). The design phase will also involve the development of new marketing materials for the children's program. Next, during the implementation phase, PF will select the training expert, list of facility partners and screening/training venues. New screeners will be trained. Marketing materials will be purchased and the new program will be marketed widely to attract new prospective volunteer teams. The new volunteer team screenings and orientations will be hosted and the successful new volunteer teams will be matched with the new facilities. Finally, during the evaluation phase, the new program will be assessed and PF will identify successes and lessons learned to inform the growth of the new program.

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?

Given that PF has successfully worked with over 20 facilities in Burnaby that focus on seniors and that there has been high demand for similar pet visitation programs but for children, PF estimates that in the first year of this initial program, 25 new volunteer teams would be created. Each PF volunteer typically provides 1 hour of visitation per week. We estimate that each of these new 25 pet therapy teams would impact 25 children for a total of over 600 children in Burnaby. Studies show that when children read to dogs they experience higher reading skills and improved life skills like self-esteem and self-confidence.

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 Pets and Friends Children's Program aligns best with the Social Sustainability Strategy, specifically as it relates to the expansion of youth programming and in supporting non-profit organizations with their volunteer engagement and management needs. The Children's Program would also add to the inventory of learning services available to the community and would provide an additional literacy program as part of the informal learning goals.

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.

Prospective community partners include libraries, book stores and other community spaces that would be conducive to children reading in the presence of dogs.

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 will continue to apply for other grant funding sources to make up the difference and be able to fully support the launch of this new program.

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 program will set a goal of reaching at least 600 children within its first year of operations. Success will also be measured by the number of new volunteer teams, the number of new facilities in partnership with Pets and Friends and the number of additional volunteer teams and facilities that are on the waitlist for when the program expands.

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

We collect data on the frequency with which our volunteers visit their facilities. With the new Children's Program, we would also see to collect self-reported data from the children as related to their experience with the program and with reading.

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...)	16	14
Grants (All federal, provincial, municipal, foundation and gaming grants)	42	39
Donations and Sponsorships (Cash)	42	40
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		7

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.

Pets and Friends' primary sources of funding have been and continue to be membership dues, individual donations and grants. As the organization grows, a larger percentage of revenue can be made up by membership dues vs. grants and

donations. Expanding the organization with a new program (Children's program) is one way to increase this financial sustainability by an increased membership base.

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	\$5000.00
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. Describe the top 3 goals for the organization in the current year.

Goal 1:

Design and launch a new pet therapy program

Description:

Pets and Friends will design and launch a new pet therapy program oriented towards children to help promote literacy skills.

Goal 2:

Increase membership base of the organization

Description:

Pets and Friends will bring on 25 new volunteer teams (members) in the first year of the new program

Goal 3:

Reach over 600 children

Description:

The new Children's Program will support over 600 children with improved literacy skills and self-esteem.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	180	200
Volunteer hours per year	7,000	1,200
Number of voting members	180	200

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)

Providing programs and services that are accessible and inclusive for all community members is at the heart of Pets and Friends as an organization. Pets and Friends exists to provide comfort to those who need it most, regardless of their physical or emotional state, age, ability, orientation, ethnic/cultural background or socio-economic status. The 200 facilities that Pets and Friends currently partners with serve a wide range of seniors and adults across the Lower Mainland. The new Children's Program would provide non-discriminant pet therapy to any child who wished to participate, and any volunteer who wished to offer their time and the love of their pet.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Pets and Friends carries third party liability insurance to protect its volunteers while they are providing pet visitation services.

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

Pets and Friends would acknowledge the contribution from the City of Burnaby on all of the marketing materials for the Children's Program and on any and all social media posts about the program.

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:	2019/20 and 2020/21
Month Fiscal Year Begins:	August

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. Gaming Grant		2000	Y	BC Gaming Grant for 2020 calendar year
2.				
3				
Local Government (Specify)				
1. City of Burnaby		5000	N	Amount requested with this application
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Membership dues		2000	Y	Current member dues
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations		1000	Y	donations to date
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue		10000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense		2500	Payment to therapy program expert to design program
Office Supplies & Expenses			
Program & Event Supplies		4350	Volunteer uniforms, training materials, training venue rental
Advertising & Promotion		1050	Marketing materials for new program (banners, flyers, postcards,etc
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues		1500	3rd party liability insurance for additional program and members
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		600	Cost to train new screeners for children's program
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
Total Expenditures		10000	
CURRENT SURPLUS (DEFICIT)		-10000	