

**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: \$10,000 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$10,000
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: S0072314Date of Incorporation: November 24, 2019

- ☐
- Registered Charity

Charitable No: \_\_\_\_\_

- ☐
- National/International Non-profit operating locally

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

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

- ☐
- Sport or Recreation Organization

- ☐
- Other Specify: \_\_\_\_\_

2. Organization Name: Voices of Burnaby Seniors Society3. Organization Street Address: [REDACTED]4. Website (if applicable): N/A

## 5. Grant Application Main Contact Person:

Name: Tazul AliPhone: [REDACTED]Email: [REDACTED]

## 6. Alternative Contact person:

Name: Lynda SiggersPhone: [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: \_\_\_\_\_
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?
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](#)):
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?

We are also pursuing contributions from member agencies around the ECD Table. In addition, we are dependent on the extensive in-kind contributions of these agencies to facilitate the provision of 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 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...)	5%	10%
Grants (All federal, provincial, municipal, foundation and gaming grants)	30%	pending
Donations and Sponsorships (Cash)	29%	35%
Donations and Sponsorships (In-kind)	10%	10%
All donations (cash/in-kind) provided by the City of Burnaby	26%	20%

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.

VOBSS will apply for federal New Horizons Grant for the year 2021. It will be a project for needs assessment for "isolated seniors". We will do a survey to assess the needs of the seniors to prevent isolation which is detrimental to their independence and healthy living.

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					\$10,000
Grant - In-kind	\$275	\$275	\$725	\$725	\$725
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:  
Education

Description:

We are a new Society and aim to increase our base of committed members in order to strengthen our voice on issues important to seniors. We have been holding education workshops which have attracted a few members but recognize the need to ramp up our efforts.

Goal 2:  
Support seniors in independence and connection

Description:

Develop or support projects to address challenges to seniors ability to live independently  
Create a dedicated fund-raising committee  
Increase fee-based membership  
Apply for other funding, eg. BC Gaming, Vancouver Foundation, New Horizons

Goal 3:  
Advocacy

Description:

Raise awareness and advocate for seniors living in Burnaby.  
Through other service agencies that serve Seniors, we will look for gaps in service that will fit into our mandate to represent Burnaby Seniors. If our grant from Burnaby City is successful, we would seek to hire a coordinator with necessary qualifications and connections to assist us in fulfilling our goals.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	25	30
Volunteer hours per year	600	700
Number of voting members	20	50

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)

Venue is accessible. Our membership includes participants who use wheelchairs and other mobility aids. We have members who are developmentally and cognitively disabled. VOBS regularly participates in accessibility assessments sponsored by the City of Burnaby and BEST/SFU. VOBS members are also represented on the City's Access Advisory and Dementia-friendly working groups.

## **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)

We will acknowledge funding on our email notices to members, on our posters, during our meetings and projects and other correspondence. We will also acknowledge the City's support in our newsletters.

## 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 checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
For the Fiscal Year:	2020-2021
Month Fiscal Year Begins:	May, 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.				
2.				
3.				
Local Government (Specify)				
1. City of Burnaby Community G	0	10,000	n	to hire a coordinator
2. City of Burnaby - In Kind	725	725	y	venue and coffee
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. BEST/SFU	800	1000	n	Walkability assessment
2. membership	125	150	y	expect to increase
3.				
Fundraising (Net Revenue)		500	y	Craft and Bake sales
Individual Donations				
In Kind Sources	375	500	y	COSCO(in-kind sound system
Investment Income				
Other Sources (Specify)				
1. from previous grant	2800	2300	y	See attachment
2.				
3.				
<b>Total Revenue</b>	<b>\$4825</b>	<b>\$15175</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		6,000	coordinator for VOBS
Office Supplies & Expenses	300	600	
Program & Event Supplies	582.25	800	
Advertising & Promotion		300	
Travel & Vehicles Expenses		200	
Interest and Bank Charges	186.27	200	
Licences, Memberships, & Dues	156.50	0	Society registration
Occupancy Costs		0	
Professional & Consulting Fees		500	honoraria
Capital Purchases & Improvements		800	microphone sound system
Amortization of Capitalized Assets		0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities		0	
Education and Training for Staff & Volunteers	200	500	tired college courses and conference
City Services Expenses (Specify)		0	
1.			
2.			
3.			
Other Expenses (Specify)			
1. City of Burnaby in-kind expe	1100	725	City of Burnaby Coffee and room
2.			
3.			
4.			
5.			
<b>Total Expenditures</b>	<b>\$2525</b>	<b>\$10625</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>\$2300</b>	<b>\$4550</b>	