

**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: \$10,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$206,650.00
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.

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.

The City of Burnaby Grant would be used to offset operational costs associated with office supplies, advertising & promotion as well subsidizing the wages of our Community Engagement staff position.

**B. GETTING TO KNOW YOU**

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: S-14552

Date of Incorporation: June 05, 1990

☒ Registered Charity Charitable No: 131450413

☐ National/International Non-profit operating locally

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

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

☐ Sport or Recreation Organization

☐ Other Specify: \_\_\_\_\_

2. Organization Name: Burnaby Volunteer Centre Society

3. Organization Street Address: 203 - 2101 Holdom Avenue, Burnaby, BC V5B 0A4

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

5. Grant Application Main Contact Person:

Name: Dave Baspaly

Phone: [REDACTED]

Email: dave@volunteerburnaby.ca

6. Alternative Contact person:

Name: Frieda Robertson

Phone: [REDACTED]

Email: frieda@volunteerburnaby.ca

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: Community Volunteers Support & Referral

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

Various venues throughout Burnaby

3. Project/Event/Program Start Date: On going programs throughout the year

4. Project/Event/Program End Date: December 31, 2020

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

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

Volunteer Burnaby acts as a convener for various community organizations to address volunteer mobilization in Burnaby. The Centre works through local partnerships and collaborations with various community groups and organizations, government, schools, and community leaders to identify needs, mobilize volunteers and deliver community events for Burnaby. Volunteer Burnaby is also committed to raise awareness of the value of volunteerism and citizenship in Burnaby. The program encourages people to volunteer for community events, provides information about volunteerism, recognizes the contributions of volunteers, and celebrates the contributions of committed volunteers in the community.

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

Volunteer Burnaby supports community events and activities in Burnaby and grassroots groups throughout the year. It is our commitment to build community through volunteering in prosperous and challenging times and connect people with what matters most for present and future generations. We have participated, mobilized supported volunteers for the various events hosted by the City of Burnaby. These events include: Hats Off Day Planning Committee (50,000 participants) – provided volunteer/ leadership expertise; Canada Day where we worked closely with the Burnaby Village Museum to provide family fun activities. At the Edmonds City Fair we are organizing community member as well as the Edmonds Festival of Light, World Rivers Days; Korean Festival and North Burnaby Community Fair. We are also founding partners at the SFU Volunteer Fair. This is a two day event to promote and provide information to the student population in Burnaby and beyond. Volunteer Burnaby is a key partner to respond to new initiatives to support those in need. We proudly recruited volunteers for 'Burnaby Pride Street Party' & the 'Coldest Night of the Year' in Burnaby. Current pandemic situations have presented new challenges and opportunities to explore innovative ways of volunteer involvement. We are ready to help all community service organizations to be ready to assist and involve volunteers as we do our part to flatten the curve. We support our health workers and our public health system through remote, touch less and virtual volunteering to keep the citizens of Burnaby engaged and safe. Our efforts to support and promote volunteerism contribute to the hope that, when it is appropriate and safe, we will go back to strengthen our community with regular events and activities. Meanwhile, we are ready to respond to the present needs to involve volunteers in this new normal.

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?

Our programs fit into the 'Connected Community' category. Research show that beyond our basic human need for social networks and relationships, participation in civic life is also an essential need and is a critical component of healthy communities. Feeling socially connected can help people reach out to others in their communities and support each other. We actively engage individuals and community groups to foster a healthy community. We serve and connect a diverse group of people with different cultural, education, economic backgrounds. We have extended our program to include youth to engage and stay connected to their community. The VBHive Special Events Team – A dedicated team of youth volunteers are dispatched to various events in Burnaby throughout the year. This is a trained team and is designed to get young citizens (Aged 16-25) of Burnaby involved in their community. We teach our volunteers valuable skills in leadership, teamwork, responsibility and accountability in order to help make Burnaby a better place to live. This team attends 18 events throughout the year and contributes to event set-up, cleanup, and arts and crafts for children, photography and promotion.



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 program & services of Volunteer Burnaby provide the citizens of Burnaby the opportunity to serve and connect to their community through volunteering. We facilitate the process by: 1) promoting volunteerism through various media outlets; 2) maintaining on-line database of volunteer opportunities as well one-on-one consultation to match volunteers with different non-profit agencies; 3) provide training to managers of volunteers to promote best practices in the field of Volunteer Management.

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.

Our programs are aligned to support the City of Burnaby Social Sustainability Plan. In 2013, the City of Burnaby identified our organization as a possible implementation partner. Volunteer Burnaby functions as the key resource for volunteer involvement and training in Burnaby. The programs offered by Volunteer Burnaby promote the 'Community Engagement' which supports the Strategic priority#3 of the Social Sustainability Plan. We have a designated staff position of 'Community Engagement' to fulfill our mandate of fostering and promoting volunteerism in the community as a whole. Our program activities include:

- Promoting volunteerism
- Building capacity for effective local volunteering
- Providing leadership on issues relating to volunteerism
- Connecting people with opportunities to serve

We are committed to furthering these principles to serve the community in all its diversity.

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 work closely with various community groups. Some of our key partners are: Heights Merchants' Association; Burnaby Neighbourhood House; Brentwood Town Centre, Burnaby Now

## **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)

Since 1979, Volunteer Burnaby has been enriching the lives of citizens of Burnaby and strengthening the community through volunteering. In an effort to better instill the value of volunteerism at a young age, we have developed strategies to target youth by connecting them to meaningful volunteer opportunities. We are fortunate to meet so many talented young people who are eager to learn and give back to their community. In the words of Puloma Kaushal, 2016 recipient of the City of Burnaby Youth Citizenship and Bursary, ... "Through volunteering, I have learned as much about myself as I have about others, which has led me to develop my strengths and pursue employment. you (Volunteer Burnaby) were the driving force behind discovering my passion of fostering community wellbeing, it has been incredibly fulfilling for me and I owe a lot of my success to Volunteer Burnaby.

We connected Burnaby citizens to volunteer opportunities through various media outlets. Our quarterly feature stories in the Burnaby Now reached out to 45,000 households in Burnaby. The stories highlighted the value of volunteerism and recognized the contribution of volunteers.

We supported approximately 60 member agencies with their volunteer recruitment/mobilization. Our on-line volunteer recruitment tool has an active listing of about 800 volunteer positions at any given time. The data collection from our website pages as well social media demonstrate a diversity of visitors who are who are exploring volunteer opportunities. In 2018, the Volunteer Burnaby' website hosted 13,749 on line sessions of people looking to get involved. This is encouraging because it highlights that visitors were informed and connected and they found value in the work of Volunteer Burnaby. In addition, 3,088 people followed us on the Social Media platforms such as Facebook, Twitter and Instagram.

The Special Needs Access program has helped over 280 individuals experience community participation to enrich their lives through volunteering. In 2019, we delivered Virtual training sessions for the managers of volunteers of 18 agencies. In addition, we implemented Volunteer Resources Administration Online Training. Individuals, that have already participated in the program and have successfully completed the learning modules, express their appreciation of our volunteer management learning opportunities. We are actively pursuing the promotion of the program to the professional associations as a venue for professional development in the field of Volunteer Management.



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

Database tracking and reports; sign-up and sign-in sheets to track volunteer hours at the events; training evaluation surveys and consulting post mortems to analyse the impact of training/consulting (accessibility, benefits, challenges implementing, etc.); conducting periodic member surveys to evaluate our programs & services; seeking feedback meetings minutes; case studies/success stories; marketing metrics such as website analytics, social media metrics, etc. Data is collected at and post events, and on an ongoing basis.

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...)	8	8
Grants (All federal, provincial, municipal, foundation and gaming grants)	86	86
Donations and Sponsorships (Cash)	1	1
Donations and Sponsorships (In-kind)	2	2
All donations (cash/in-kind) provided by the City of Burnaby	3	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.

We have a diverse funding sources to support our programs. We have an ongoing contract with Community Living BC (CLBC) to deliver supported volunteering program for individuals with special needs. Other sources include; Community Gaming Grant from the Province of BC, Service Canada to recruit staff to support the city wide special events during the months of summer, and membership and fundraising activities. We also explore other grant proposals to enhance and improve our programs delivery.

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	\$12000.00	\$12000.00	\$10000.00		\$10000.00
Grant - In-kind	\$1000.00	\$1000.00	\$0.00		
Permissive Tax Exemption	354,600	398,700	438,500		
Lease Grant	\$6535.00	\$6670.00	\$6815.00	\$6950.00	\$6950.00
Other					

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

Goal 1:

Increased Funding

Description:

- Maintain existing funding and explore opportunities to expand on funding
- Sponsorship for small events/projects
- Explore hosting a fundraiser
- Explore online Donations
- Apply for Special project grants
- Explore corporate donors

Goal 2:

Maintain/Enhance Service Delivery

Description:

- Deliver innovative learning opportunities
- Promote online/professional development programs
- Explore what motivates individuals to pursue professional development
- Continue to engage VB volunteers in various activities
- Enhance member services & benefits
- Support volunteers with disabilities

Goal 3:

Community Outreach and Communications

Description:

- Strengthen our communication channels through Social Media
- Focus on promotions and marketing by;
- Strengthening our relationship with Burnaby Now
- Membership database maintenance
- Cross street banners
- participating in Community Events
- Engaging with Regional, Provincial and National organizations in the Voluntary sector
- Participating in Interagency Meetings

- Building relationships with Corporations and Malls
- Staying connected with Post-secondary education institutions
- Implement Secondary Schools Outreach activities

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	235	250
Volunteer hours per year	1,800	1,900
Number of voting members	70	70

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 Support all individuals regardless of age, gender, ethnic background, religion, mental or physical ability, or sexual orientation, in their efforts to contribute to their communities. We educate our board, staff and volunteers to promote the benefits of diversity to all those involved with the Centre. The Centre reaches out to new immigrants by making presentations to LINC & MOSAIC program participants. Volunteer Burnaby is a member of the Organizing Committee for the 2nd Annual Burnaby Pride Weekend (August 9-10, 2019). Our primary role is to plan and facilitate the recruitment, training, recognition and overall management of the volunteer component of the event.

## **G. INSURANCE AND ACKNOWLEDGEMENT**

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

2. If yes, what coverage?

\$5,000,000

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

The contribution of the City of Burnaby will be prominently recognized at public forums as well as in our media promotions (including social media). In July 2019, we were proud 'Sliver' sponsor of the Edmonds City Fair event. On a quarterly basis, we publish feature stories in the Burnaby Now highlighting success stories and an open invitation for community members to participate. We will acknowledge the City of Burnaby contribution to support our efforts to foster community engagement.



## 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
Month Fiscal Year Begins:	January 01

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. Service Canada	7588	7500	N	Canada Summer Jobs Program
2.				
3.				
Provincial Government (Specify)				
1. Community Gaming Grant	71547	74500	Y	Annual Gaming Grant
2. Community Living BC	77926	79000	Y	Special Needs Access Program - Contract
3				
Local Government (Specify)				
1. City of Burnaby	10000	10000	N	Annual Operational Grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Membership fees	5100	5500		Fees received throughout the year
2. Fees for service	7955	8000		Training/Consultation/Admin Support
3.				
Fundraising (Net Revenue)	2748	3000	N	Annual Gift Wrapping@Brentwood Mall
Individual Donations	2394	2300		Donations from individuals/businesses
In Kind Sources	5088	5100		Burnaby Now ads, BrentwoodMall, Printing
Investment Income	318	300	Y	GIC Interest
Other Sources (Specify)				
1. City of Burnaby	6815	6950	Y	Annual 50% Lease grant
<b>Total Revenue</b>	<b>197479</b>	<b>202150</b>		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	150951	163500	One full-time, 3 part-time positions and summer position(s)
Office Supplies & Expenses	8216	7150	Office Supplies, Maintenance, Telephone & Internet
Program & Event Supplies	5088	5100	Marketing & Promotion
Advertising & Promotion	3591	3500	Advertising in Local Papers
Travel & Vehicles Expenses	456	600	Mileage
Interest and Bank Charges	444	400	
Licences, Memberships, & Dues	2311	2200	Volunteer Canada, GoVolunteer, City of Burnaby
Occupancy Costs	13786	13900	Office Rent
Professional & Consulting Fees	2600	2600	Accounting Firm Services
Capital Purchases & Improvements			
Amortization of Capitalized Assets	740	600	
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	2615	1200	Staff Professional Development
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Insurance	2425	2700	General Liability, Directors' Insurance
2. Directors' Expenses	1005	500	Directors' Meetings Expenses
3. Workshops & Meetings	1691	1700	On-line Database Maintenance & Workshops
4. Volunteer Expenses	854	1000	National Volunteer Week Recognition
5. Misc	100		
<b>Total Expenditures</b>	196873	206650	
<b>CURRENT SURPLUS (DEFICIT)</b>	<del>196873</del> 606	<del>206650</del> -4,500	