

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.: \$278,000.00
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

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 grant will offset the proportion of Take a Hike Foundation's operating costs associated with the Burnaby Take a Hike Program, including a portion of salaries, insurance, office rent, marketing and communications, finance, technology, office supplies and other operating expenses.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 89139 4611 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Take a Hike Youth at Risk Foundation

3. Organization Street Address: 728 - 736 Granville Street

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

5. Grant Application Main Contact Person:

Name: Larissa Hayes

Phone: 6046383385, ext. 102

Email: larissa@takeahikefoundation.org

6. Alternative Contact person:

Name: Deb Abma-Sluggett

Phone: 6046383385, ext. 101

Email: deb@takeahikefoundation.org

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: N/A

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

N/A

3. Project/Event/Program Start Date: 2020-09-01

4. Project/Event/Program End Date: 2021-08-31

D. PURPOSE OR BENEFIT*

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

N/A

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

N/A

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?

N/A

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](#)):

N/A

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.

N/A

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?

N/A

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)

N/A

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

N/A

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)	12	15
Donations and Sponsorships (Cash)	87	84
Donations and Sponsorships (In-kind)	1	1
All donations (cash/in-kind) provided by the City of Burnaby	0	0

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.

In 2017, we set a ten-year vision of scaling the program across the province. In line with this vision, we have been working towards diversifying and increasing revenue over the longer term, including for existing program locations such as Burnaby. Our long-term fund development strategy includes maintaining and growing our base of loyal long-term donors, increasing leadership and multi-year pledges, and broadening our funding base.

We partner with school districts, who provide everything they would normally offer for an alternate education program, including classroom space. This in-kind support reduces our program costs by approximately half. The majority of Take a Hike's revenues come from annual and multi-year private donations from over 1500 corporations, individuals and foundations. This includes confirmed three-year grants from: Allan & Gill Gray Foundation (Philanthropy Initiative with Employees of Orbis) (\$765,000), Coast Capital Savings (\$300,000), and RBC Foundation (\$250,000). These grants apply to all program locations, and the Burnaby Take a Hike Program counts on a portion of this support. As a testament to their support of Take a Hike and its mission, 100% of board directors and the majority of staff make an annual gift to the organization.

The COVID-19 crisis may impact some of our funding sources in both the short and long term, however we count on a strong base of loyal donors. Our goal is to adapt to changing funding circumstances through innovation in our fund development strategies and program delivery methods, so that vulnerable youth and families continue to receive support based on our proven, evidence-based program model in Burnaby and across all Take a Hike Program locations.

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	\$25000.00
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:

As part of our strategic plan and ten-year scaling vision, Take a Hike has set the following strategic priorities:
Engaged People and Organizational Capacity

Description:

Ensure we have the right people, culture and community to sustain growth, and adopt policies & procedures and risk management best practices to accelerate the pace of growth.

Goal 2:

Sustainable Funding

Description:

Secure community, corporate, philanthropic and government funding to sustain growth.

Goal 3:

Program Innovation and Youth Success

Description:

Continually improve, measure and report on our world-class program model, and ensure high-class quality program is available to all youth in need.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	100	100
Volunteer hours per year	12,800	12,800
Number of voting members	21	23

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)

Take a Hike is accessible to all vulnerable youth aged 15-18 who would benefit. Our school district partners have well-

established procedures to identify and refer youth in need, and we generally accept youth on a first-come, first-serve basis. The program is entirely free to participants and their families, including all outdoor gear and equipment and a meal program. We are committed to cultural safety and ensuring we meet participants' needs in a culturally appropriate way. Of past participants, approximately: 30-50% self-identify as Indigenous, and an additional 25% as visible minorities; 70-80% experience financial need; 15-20% have experience of the foster care system; and 15-20% have had involvement with the police.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

General liability insurance of \$5.0 million

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

Recognition corresponding with a \$25,000 grant (the total amount requested from the City of Burnaby) would include:

- Contributor name listed in Take a Hike's Yearbook (annual report)
- Contributor name, logo and link listed on Take a Hike's donor webpage for one year
- Two posts promoting the grant on Take a Hike's social media channels
- Press release announcing the contribution in local media
- Cheque presentation with staff
- Opportunity to meet with a Take a Hike youth ambassador

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:	2019/20
Month Fiscal Year Begins:	September

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. N/A	0	0	N/A	N/A
2.				
3.				
Provincial Government (Specify)				
1. BC Gaming	0	60000	Y	Direct Social Services, 2019/20
2. BC Civil Forfeitures Grants	0	75000	Y	Crime Prevention and Remediation, 2019/20
3				
Local Government (Specify)				
1. Burnaby School District	29714	26000	Y	Annual donation
2. Delta School District	150000	150000	Y	Donations toward Delta Program
3. Licensed Gaming	3154	3000	Y	
Sponsorships (Specify)				
1. N/A	0	0	N/A	N/A
2.				
3.				
Earned Revenue				
1. N/A	0	0	N/A	N/A
2.				
3.				
Fundraising (Net Revenue)	0	0	N/A	Included in donations
Individual Donations	0	0	N/A	Included in donations
In Kind Sources	20000	20000	Y	Gear. Excl. school district in-kind support
Investment Income	4555	10450	N	Interest
Other Sources (Specify)				
1. Donations	1324638	1705000	Mixed	Individuals, corporations and foundations
2.				
3.				
Total Revenue	1532061	2049450		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	1064417	1456000	All staff salaries & benefits, including program staff and drivers
Office Supplies & Expenses	58035	42600	
Program & Event Supplies	130739	114000	Adventure-base learning equip & supplies, weekly outdays, expediti
Advertising & Promotion	8285	15000	Marketing, media & communications
Travel & Vehicles Expenses	52293	84400	Vehicle maintenance, gas and insurance - for transporting youth
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	43122	66000	Rent & utilities
Professional & Consulting Fees	0	0	
Capital Purchases & Improvements	0	105000	24-passenger bus to transport youth
Amortization of Capitalized Assets	28020	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	0	0	
Education and Training for Staff & Volunteers	10987	29000	
City Services Expenses (Specify)	0	0	
1. None	0	0	N/A
2.			
3.			
Other Expenses (Specify)			
1.Fundraising Costs	36531	77600	
2.Insurance	8800	12000	
3.Other program costs	15139	21500	Meal program and student engagement
4.Program support costs	12450	39000	Travel, tech for staff, consulting
5.Expansion	46946	0	
Total Expenditures	1515764	2062100	
CURRENT SURPLUS (DEFICIT)	-1515764	-2062100	