

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: \$1,500.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$53,850.00
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.

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 College for Seniors keeps it's course fees as low as possible so that seniors in the area can afford to come and enjoy a social outing, meeting people and taking courses that keep them active. The Grant helps with administration costs.

B. GETTING TO KNOW YOU

1. Applicant Type:

☒ Local Registered Non-Profit Society

Society No: S-0013015

Date of Incorporation: March 21, 1977

☐ Registered Charity Charitable No: 11929 3124RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Western Community Centred College for the Retired Society

3. Organization Street Address: 6650 Southoaks Crescent, Burnaby, BC V5E 4M7

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

5. Grant Application Main Contact Person:

Name: Dave Mannings, President

Phone: [REDACTED]

Email: [REDACTED]

6. Alternative Contact person:

Name: Margaret Crosby, Treasurer

Phone: [REDACTED]

Email: [REDACTED]

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...) | | |
| Grants (All federal, provincial, municipal, foundation and gaming grants) | 29 | |
| Donations and Sponsorships (Cash) | 11 | |
| Donations and Sponsorships (In-kind) | | |
| All donations (cash/in-kind) provided by the City of Burnaby | 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 remainder of funding is from course fees from Seniors and the costs to them is kept low so they can afford to attend.

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 | \$1500.00 | \$1500.00 | \$1500.00 | | \$1500.00 |
| Grant - In-kind | | | | | |
| Permissive Tax Exemption | | | | | |
| Lease Grant | | | | | |
| Other | | | | | |

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

Goal 1:

Increase membership

Description:

Goal 2:

Increase awareness of the College to Seniors in the Community

Description:

Goal 3:

Increase our Volunteer Instructors with additional courses available to Seniors

Description:

5. Please complete the following:

| | Previous Year | Current Year |
|--|---------------|--------------|
| Number of volunteers (including Board) | 40 | 40 |
| Volunteer hours per year | 1,500 | 1,500 |
| Number of voting members | 500 | 523 |

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)

Even though the College is for Seniors there are always exceptions in place. Some Seniors are hesitant to attend unless they have someone (daughter/son) with them to help out so we always accept them. We have one young student who is autistic and her mother wants to socialize her more. She is extremely intelligent in languages so attends each semester. The other seniors love having her at the College.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Commercial General Liability

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

By advertising and acknowledging the City of Burnaby in our posters, brochures and on our website.

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 |
| Month Fiscal Year Begins: | January |

| 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 COMMUNITY GRANT | 15000 | 15000 | Y | ADMIN GRANT FOR ONE YEAR |
| 2. | | | | |
| 3 | | | | |
| Local Government (Specify) | | | | |
| 1.CITY OF BURNABY | 1500 | 1500 | Y | ADMIN GRANT FOR ONE YEAR |
| 2. | | | | |
| 3. | | | | |
| Sponsorships (Specify) | | | | |
| 1.BURNABY SCHOOL BOAD | 5500 | 5500 | Y | ADMIN GRANT FOR ONE YEAR |
| 2. | | | | |
| 3. | | | | |
| Earned Revenue | | | | |
| 1.MEMBERSHIP & REGISTRATION | 26479 | 28300 | Y | CLASS FEES |
| 2. | | | | |
| 3. | | | | |
| Fundraising (Net Revenue) | | | | |
| Individual Donations | 750 | 1600 | Y | |
| In Kind Sources | | | | |
| Investment Income | 41 | 50 | Y | |
| Other Sources (Specify) | | | | |
| 1.COFFEE REVENUE | 652 | 800 | Y | |
| 2.XMAS LUNCHEON REVENUE | 3647 | 1000 | Y | |
| 3.MISC. REVENUE | 0 | 100 | Y | |
| Total Revenue | 53569 | 53850 | Y | |

| Expenditures | Prior Year Actual | Current Year Budget | Brief Descriptions/ Comments (type of grant and funding period) |
|--|--------------------------|----------------------------|--|
| Total Compensation Expense | 29972 | 29700 | PAYROLL FOR ONE EMPLOYEE |
| Office Supplies & Expenses | 4365 | | |
| Program & Event Supplies | | 4100 | |
| Advertising & Promotion | 2618 | 2550 | BROCHURES & ADS FOR 3 SEMESTERS/YEARLY |
| Travel & Vehicles Expenses | 2955 | 2800 | VOLUNTEERS EARN 5.00 TRAVEL PER CLASS |
| Interest and Bank Charges | 144 | 150 | |
| Licences, Memberships, & Dues | | | |
| Occupancy Costs | 10364 | 9600 | RENT |
| 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 | | | |
| City Services Expenses (Specify) | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| Other Expenses (Specify) | | | |
| 1.CHRISTMAS CELEBRATION | 2471 | 1000 | |
| 2.GIFTS | 00 | 50 | |
| 3.INSURANCE | 1578 | 1600 | |
| 4.TELEPHONE/INTERNET | 2470 | 2300 | |
| 5. | | | |
| Total Expenditures | 56937 | 53850 | |
| CURRENT SURPLUS (DEFICIT) | -56937 | -53850 | |