

**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: \$15,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$801,962.00
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.

We were very thankful to have received a \$10,000 grant from the City of Burnaby last year. This year we are asking for \$15,000 due to the difficulties the organization has faced with Covid. Although we were successful with our Run Apart for Down Syndrome event, we have had to cancel or postpone other fundraising events, which has reduced our revenue. Also, we have been very proud of our ability to transition to virtual and online programming, which has been extremely well received by our families as it has provided critical structure and stability in these uncertain times. However, this transition has resulted in higher costs in providing services.

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.

NA

**B. GETTING TO KNOW YOU**

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: S-33337

Date of Incorporation: March 13, 1995

☒ Registered Charity Charitable No: 8989072666RR0001

☐ National/International Non-profit operating locally

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

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

☐ Sport or Recreation Organization

☐ Other Specify: \_\_\_\_\_

2. Organization Name: Down Syndrome Resource Foundation

3. Organization Street Address: 1409 Sperling Ave, Burnaby, BC V5B 4J8

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

5. Grant Application Main Contact Person:

Name: Jason Campbell

Phone: 604 444 3773 or 778 881 3249

Email: jason@dsrf.org

6. Alternative Contact person:

Name: Wayne Leslie

Phone: 604 444 3773

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Email: wayne@dsrf.org

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### **C. THE PROJECT/EVENT/PROGRAM\***

1. Name of the Project/Event/Program: One to One Children Programs

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

1409 Sperling Ave, Burnaby, BC V5B 4J8

3. Project/Event/Program Start Date: September 15, 2020

4. Project/Event/Program End Date: June 30, 2021

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

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

Our aim is to assist in the development of children into adults who are confident, self-reliant, resourceful, socially connected, and able to make positive contributions to their community. At the Down Syndrome Resource Foundation, our educational programs are designed to enhance the skills that will support full social inclusion.

Specifically, our goals are as follows:

- To improve reading and math skills in the younger age groups, to enable them to better keep up with their classroom peers, which boosts self-esteem
- To improve reading comprehension, to foster a love of learning and literacy
- To improve speech and language development, to make communication within the community more effective and more enjoyable and, with occupational therapy, improve gross and fine motor skills to support physical development.

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

Specialized health and education services improve the quality of life and increase self-esteem of people with Down syndrome. The Down Syndrome Resource Foundation's innovative and unique programs and services, designed specifically to meet the complex health and educational needs of children with Down syndrome, and provide a firm foundation for lifelong learning. Normally our services are provided in person to children and families. However, with the challenges provided by Covid we have had to develop and implement virtually programming. This included telehealth services, online resources and group virtual programs. We have recently opened up our centre to small group programs and plan a wider opening in September.

Our approach comes from a deep understanding that every learner is an individual with unique strengths and interests, and that learning is optimized when these preferences are incorporated into individual program development. Our high quality programs are taught by a highly skilled, experienced and certified multi-disciplinary team and are backed by the results and insights observed through continuous program evaluation.

The outcomes for individuals with Down syndrome can be maximized by providing opportunities for rich social connections with family and friends, participation in the community, optimal health care, as well as the opportunity to learn through instruction that is tailored to the profile of the learner.

Specifically, we focus on three key areas: speech and language/occupational therapy, reading and communication, math, and enhancing the life skills that will foster maximum independence. These areas are strengthened through the following services offered for children with Down syndrome under the age of 18, for which we are seeking the support of the City of Burnaby:

- One to One Reading. Our reading programs prepare students to more fully participate in classroom activities at school and complement school based learning through:

- \*Assessment
- \*Program design
- \*Material preparation for both in-class and take home
- \*Modelling for other team members
- \*Charting the course for continued progression

- One to One Math. Teachers work to develop the skills that are most useful and necessary in everyday life using a balanced approach in which multiple concepts are developing at the same time and the individual student's needs and interests are incorporated. Students are involved with activities that provide practice of skills in various contexts and opportunities to use the numeracy skills they are building in meaningful ways.
- Speech and Language Therapy. A fun and friendly environment with resources that facilitate laughter provides an age appropriate opportunity for speech improvement. Led by our certified speech-language pathologists, our one-on-one approach effectively enhances language development by fostering skills that are targeted to the individual. Particular focus is placed on positive reinforcement during activities involving language, speech, intelligibility and social communication.
- Occupational Therapy (assists with physical skills, gross and fine motor skills, sensory processing, cognitive skills, and psychosocial skills). School-age children learn both academic skills and non-academic or "functional" skills. Academic skills might include sequencing between activities, matching, drawing, colouring, and eventually printing. Functional skills include learning how to get dressed, throwing and catching a ball, fastening buttons and zippers, using scissors and establishing hand dominance.

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?

Due to Down syndrome's very small population size, in order to maintain participation levels that make our programs viable, we must make our services available for anyone with Down syndrome from the larger Lower Mainland area. If not, there would be insufficient numbers to offer our services to Burnaby residents. We ask that you consider this unique vulnerability when assessing this criteria. The fact that we provide our services in Burnaby ultimately makes them more easily accessible for residents of Burnaby. Similar to city programs, DSRF programs and services are family oriented and inclusive with a focus on social and recreational activities but with a specific focus on meeting the needs of residents with Down syndrome, which the city cannot provide. Our services are also designed to empower individuals with disabilities to be more successful in general public activities like those provided by the city in its efforts to promote inclusion. Over the next year our One-One program will serve 563 people with 52% being Burnaby residents.

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](#)):

DSRF is a natural extension of Burnaby's Social Sustainability Plan and its goal to be an inclusive community that values all of its members and helps them to meet their basic needs so that they can live in dignity, engage actively, and contribute to their community. We extend the city's ability to assist residents with Down syndrome in this regard by providing services specifically tailored to individuals with Down syndrome. Down syndrome is a rare condition, which by definition means it is limited to a small segment of the population. The small size and unique nature of this population make it especially vulnerable to marginalization. Therefore, these are community members that Burnaby, with a Social Sustainability Plan to be caring and inclusive, should protect most by supporting organizations like DSRF that meet their special needs to help them be healthy and productive members of the community.

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.

The success of the DSRF approach is ultimately measured not just in numbers, but in stories of lives transformed and potential unleashed. The following quotes from DSRF parents, our major stakeholder group, illustrate the positive impact that our programs, especially during Covid, have on our students' self-esteem and ability to function as fully contributing members of society.

From a parent: "DSRF has been the most solid thing in their lives since my daughter (who is 9) was born and that everything I have learned from all your therapists (SLP and OT) has helped me feel confident to help my daughter at home while self-isolating."

From a parent: "We have reading sessions with Andrea. We started those in person but when the pandemic started we had to go online. The transition was great. Andrea did a great job in preparing the material for Leena prior to the session so I can get them ready. She gets powerpoints, videos, songs that keeps Leena engaged and it's great to see. That was not the expectation and it ended up being a great time. We wait for it every week to get her out of the routine. She doesn't like being at home because of the pandemic and these sessions give us a great escape."

From a parent: "I am writing to highly recommend the Money, Math and Budgeting program at the Down Syndrome

Resource foundation. My daughter, Rebecca, has attended the program since September 2019. In the last few months I have noticed a great improvement in Rebecca's ability to understand the use of money and her ability to read receipts and understand what change she should receive. She is much more confident in all aspects of money us. I am very pleased with the progress she has made.

As you know this program is highly specialized and targeted to people with special needs. I do not know of another program like it and there is a great need for financial literacy for people of differing abilities. I hope you will seriously consider the Down Syndrome Resource foundation for your grant so that more students like Rebecca can enter the program. Please feel free to contact me if you have any questions."

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?

If the amount is not fully granted we would try to to raise funds from our other fundraising initiatives. Unfortunately it has become increasingly difficult to raise funds and we may have to reduce services to clients.

## **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 goals for this program are primarily based on meeting individual goals for clients in reading, math and communications as well as speech and motor skills development. These goals are set with families before a session block begins and then assessed at the conclusion. In the bigger picture we have a goal of a case load of 22 clients per program staff member, per program block (four program blocks a year).

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

All of our programs at DSRF are carefully evaluated before and after the program through in person meetings (now done virtually) and assessments, and electronic surveys with the families and students who participate in the programs. These findings are then integrated into the program plans which are continually updated and revised. We recently launched our own custom built reading assessment tool/online student portal. This is the first assessment tool specially designed for individuals with Down syndrome in the world.

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...)	25.9	30.5
Grants (All federal, provincial, municipal, foundation and gaming grants)	20.4	18.1
Donations and Sponsorships (Cash)	53	51.4
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby	0.6	

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.

Over the history of DSRF we have focused on, and have been successful in, fundraising through events, like our Run Up for Down Syndrome, which attracts annually over 1100 participants to Swangard Stadium, and our Up the Down Market event which attracts people from the financial sector. This year, due to Covid, we have had to be creative with our events. For our Run Up event we held a virtual event which proved to be very successful, raising \$200,000. We are also planning to hold virtual Up the Down Market events this Fall. We also have a proven track record soliciting individual donations, corporate donations, and community foundations. Besides continually working to cultivate and steward these revenue streams, a major focus has been to attract funding from all levels of government, including municipal, provincial and federal. This is a long term goal for us and critical if we are to offer our programs at a low cost so as not to be a barrier. We continue to spend considerable time networking and meeting government officials to determine possible revenue opportunities.

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			\$10000.00		\$15000.00
Grant - In-kind					
Permissive Tax Exemption				\$27000.00	\$27000.00
Lease Grant					
Other					

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

Goal 1:

To communicate effectively

Description:

This goal includes promoting the DSRF brand and promoting Down syndrome knowledge dissemination to stakeholders.

Goal 2:

Optimizing outcomes across the lifespan

Description:

This goal includes maintaining best practices in programming, expanding our role as a health navigator for families, developing strategies to reach and serve more families, and share DSRF expertise.

Goal 3:

Maximizing impact through partnerships

Description:

This includes bringing together Canada's Down syndrome community

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	130	30
Volunteer hours per year	1,800	360
Number of voting members	44	25

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)

The biggest barrier to individuals with Down syndrome and their families are financial difficulties To alleviate this, DSRF provides children and youth bursaries to assist families with the cost of DSRF programs. The Bursary Program was originally established by DSRF Board Director, George Klukas, who believes financial difficulties should not be a barrier for families to access DSRF's programs. This year, due to the impact of Covid, the bursary program has been critical in ensuring all families have access to our programs.

## **G. INSURANCE AND ACKNOWLEDGEMENT**

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

2. If yes, what coverage?

We have insurance coverage for: property, crime, liability (\$5 million) and equipment breakdown. Details of coverage can be provided.

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

The City of Burnaby will be acknowledged through our extensive social media platforms: Facebook, Instagram, Twitter and LinkedIn, as well as our website. We will also acknowledge support in our new national Down syndrome magazine. We would also like to hold a cheque presentation photo opportunity at our Centre. The City of Burnaby logo can also appear on program materials.

## 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

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. BC Gaming Grant	185000	185000	y	
2.				
3				
Local Government (Specify)				
1. City of Burnaby Grant	10000	15000	n	
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Program Fees	435179	555740	partial	
2.				
3.				
Fundraising (Net Revenue)	311033	348738	partial	Up the Down Market events
Individual Donations	487236	484291	partial	includes corporate donations
In Kind Sources				
Investment Income	547			
Other Sources (Specify)				
1. Foundation grants	158006	130000	partial	various grants from private funders
2. Deferred contributions	45400			deferred contributions amorization
3.				
<b>Total Revenue</b>	<b>1632401</b>	<b>1718769</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	1270059	1357017	
Office Supplies & Expenses	30797	36257	
Program & Event Supplies	55115	77918	
Advertising & Promotion	29104	33000	
Travel & Vehicles Expenses			
Interest and Bank Charges	29743	37630	
Licences, Memberships, & Dues	4311		
Occupancy Costs	70756	68348	
Professional & Consulting Fees	30424	15539	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	84916		
Donation, Grants, & Scholarship Expense as part of Charitable Activities	22766	22000	
Education and Training for Staff & Volunteers	9891	13920	
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Computers/networks	24919	31220	
2. Web	1768		
3. Property taxes	32003		permissive tax exemption granted
4. loss of disposal of assets	2212		
5. Insurance	21800	22950	
<b>Total Expenditures</b>	1720584	1715799	
<b>CURRENT SURPLUS (DEFICIT)</b>	-1720584	-1715799	This line does not seem to be calculating properly.