

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: \$7,500.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$69,700.00
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.

In 2019 we were awarded an In-Kind Printing Grant in the amount of \$1500. In 2020 we are requesting funding to help us continue to serve the Burnaby Community through the COVID Pandemic. This grant will help us offset additional costs associated with maintaining our level programming through the COVID Pandemic. We are developing a program that Seniors and Youth can continue to connect in a safe manner virtually in case we encounter another wave of COVID.

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.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 108186347 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: VIP Volunteers for Intergenerational Programs (Common Name: Volunteer Grandparents)

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

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

5. Grant Application Main Contact Person:

Name: Veronica Grossi

Phone: 604-736-8271

Email: info@volunteergrandparents.ca

6. Alternative Contact person:

Name: Dave Baspaly

Phone: 604-294-5533

Email: dave@infocusconsulting.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: Bridging the Generations: Virtual Resources to Stay Connected

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

Burnaby

3. Project/Event/Program Start Date: July 2020

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

D. PURPOSE OR BENEFIT*

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

Volunteer Grandparents supports and encourages multigenerational relationships and the concept of the extended family. Our mission is to "bridge and enrich the generations" by fostering intergenerational understanding, communication and cooperation between the generations. Currently, Volunteer Grandparents provides two main programs: the Family Match Program and the School Grandparent Program.

Family Match Program

The Family Match Program matches volunteers with families who have children between the ages of 3 – 14 years old and, who do not have accessible grandparents.

School Grandparent Program

The School Grandparent Program (SGP) provides volunteers for assignments in elementary schools throughout the Lower Mainland. The SGP began as a pilot project, in 1996, in response to a lack of opportunities for young and old to relate in an increasingly age-segregated society. The pilot project was a resounding success. Beyond fostering intergenerational communication and cooperation the program demonstrated significant benefit to educators. The volunteers enjoyed the chance to share skills, knowledge and experience, while providing a valuable community service. Volunteer Grandparents works in partnership with educators to develop, place and support volunteers in the School Grandparent Program.

Letters to Seniors Program

Our newest program Letters to Seniors was created in response to the COVID-19 pandemic. Our goal is to provide support to isolated seniors within Burnaby care-facilities through brightening their days with cheerful, encouraging drawings and messages sent by youth. The initiative allows for additional intergenerational connections to be created within the Burnaby community in an engaging and safe manner. In the near future we are hoping to implement a Pen-Pal format of the program, involving youth and seniors bonding through exchanging handwritten letters back and forth.

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

Main Objectives:

- Bridge and enrich the generations by creating intergenerational connections
- Foster understanding, communication and cooperation between the generations
- Provide a supportive volunteer grandparent to every family who makes a request
- Increase self-esteem and confidence in child participants
- Decrease the chances of social isolation in the senior population
- Create true extended family bonds

In our Family Match Program, our screened volunteers spend 2-4 hours a week and a minimum of one year with their matched families. The program is designed to meet the social and emotional needs of older adults and families. The emphasis is on the creation of long term extended family relationships. The program has been providing seniors with the opportunity to be an important member of a family, enabling them to share time, love, skills and life experiences, while offering families the support, love and wisdom of caring seniors.

In our School Program, volunteers can participate in a variety of activities: listening, reading, arts, crafts, and special events at the discretion of the individual educator or school. They volunteer 2-4 hours a week for the duration of the

school year. School volunteers have access to an intergenerational resource centre, peer support meetings, and educational workshops offered by Volunteer Grandparents.

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?

We would like to build capacity in the City of Burnaby and continue to expand the reach of our services in Burnaby. Additional funds from the City of Burnaby will enable us to recruit, screen and train more senior volunteers and enroll more families who are seeking a grandparent mentor. If feasible throughout the COVID pandemic, the funds will also enable us to attend more events in Burnaby to promote our organization. Additionally, the funds will help us support the new grandparent matches initiated through our two programs.

We will also utilize the funds to develop and support our new on-line mentoring initiative. In these times of social distancing to maintain our health we have begun compiling ways to connect socially while adhering to the social distancing regulations. We are hoping that after the COVID pandemic is over, we can continue to offer a virtual mentoring program for more isolated seniors and for children who need additional social connections.

Our mentoring programs provide many long term benefits. A stable and reliable mentor is a valuable asset to every family, especially at risk youth. The extra guidance and support youth receive through our programs enhances their self-esteem and confidence. Our volunteer grandparents provide an additional loving and stable adult in the family home, providing additional support for a parent(s) and children. In 2020, approximately 125 Burnaby residents will be involved with and directly benefit from our program.

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):

Our program aligns directly with the City's Social Sustainability Plan. The support, love and guidance that our senior volunteers provide to children in Burnaby enable the children to thrive and reach for their dreams. The bonds that develop between the grandparents, parents and children help strengthen the family unit and allow the family to be more resilient when dealing with adversity. The children and seniors develop a sense of belonging which builds community. Our programs are inclusive and serving a diverse population of families (single/ dual parents/ low-high income/ new immigrants, etc.). Our programs enable seniors to actively engage in the City of Burnaby which decreases the chance the senior experiences social isolation and depression.

Interview with one of our Family Match Volunteers:

Volunteer Grandparent Merle has been matched with Nicole, her husband Sammy and their four lovely kids for almost two years now. They have connected so exceptionally well that they truly feel like a close-knit family now.

The idea of taking on a family of four kids sounded a bit intimidating to Merle initially, but she decided that if she were to go into this program, she would give it her all. "Among my friends, there are many who don't have grandchildren who would dearly love grandchildren. But Nicole and her kids, they're taken, no one can take them now, this is our family."

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.

We have a number of community partners that ensure that we are serving our community. We are a sister organization to Volunteer Burnaby and are well connected to the Burnaby Neighborhood Houses. Annually we host a volunteer appreciation event for our program participants and we usually receive over \$5000 in support from companies in Burnaby. Additionally, we receive referrals from community partners on an on-going basis.

For our newest initiative, Letters to Seniors Program, we are partnering with care homes in Burnaby.

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 are constantly looking for new partnerships and applying for small grants offered to non-profits in the community. If the amount is not fully granted we will try to stretch the funds that we do receive to make sure they are as impactful as possible.

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)

We have a number of goals that we hope our programs reach. We hope to build organizational capacity by promoting our programs in the community and gaining positive media exposure. The exposure will enable us to recruit, screen and place more senior volunteers with waiting and new families in Burnaby.

In our School Grandparent Program our main goals are to increase a child's self-esteem and self-confidence when reading. If our School Grandparents are unable to be placed in the classroom setting this Fall we are hoping that they will choose to participate in our Pen-Pal program and remain connected to Youth in a safe way through COVID-19. We have set a target number of matching 20 Burnaby Youth to 20 Senior Pen-Pal in this program.

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

We evaluate our programs in a number of ways. We attain both quantitative (number of senior volunteers and children served) and qualitative data to ensure our programs are meeting our goals. For our Family Match Program, we complete phone check ins with our senior volunteers and the parents at certain time intervals during their match: initial, 3 month mark, 6 month mark and one year mark. Additionally, once a year we hold a volunteer appreciation event. We send out a survey to all participants to evaluate our annual volunteer appreciation picnic. We use the feedback and constructive criticism to continue to develop and strengthen our program and special events.

In the School Grandparent Program, we check in with the volunteer and school liaison to ensure program satisfaction. This is done during the school year periodically.

We also track the number of volunteer hours that are committed by our volunteers and Ambassadors.

We will track the number of participants who meet virtually as well. Our on-line virtual mentoring initiative will enable us to further break down barriers of social isolation for the vulnerable senior population and enhance to mental wellness of Youth.

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?

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<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)	67	75
Donations and Sponsorships (Cash)	6	3
Donations and Sponsorships (In-kind)	26	10
All donations (cash/in-kind) provided by the City of Burnaby	1	12

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 are constantly actively seeking new partners and funders. In the past we have had success with receiving funding from the Federal Government New Horizons for Seniors Initiative and the Canada Post Community Foundation. We are currently exploring a number of corporate sponsors and private foundations.

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					\$7500.00
Grant - In-kind		\$1000.00	\$1500.00		
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Strategic Priority 1 - Funding

Description:

Maintain existing funding
Explore opportunities to expand on funding
Solicit sponsorship of events/projects

Goal 2:

Strategic Priority 2 - Community Outreach

Description:

Raise profile of Volunteer Grandparents through marketing
increase membership and community relationships

Goal 3:

Strategic Priority 4 - Service Delivery

Description:

Program Delivery
Member services

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	70	85
Volunteer hours per year	6,000	5,500
Number of voting members	154	176

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)

For the last 45 years, our organization has delivered programs in a very inclusive way. We have served families who: are single parents, new immigrants, children with special needs, families that face socio-economic barriers ,etc. We have also placed senior mentors who are from different ethnicities, who are LGBTQ2 and who are socially isolated. We are a very inclusive and diverse organization and that is our main strength.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

2000000

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

We will acknowledge the City of Burnaby's contribution on all of our promotional materials including an announcement to our members, on our website, Annual Report, and Social Media Sites.

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. HRDC- Summer Job Program	8461	8700	Y	Canada Summer Jobs (CSJ)
2.				
3.				
Provincial Government (Specify)				
1.Community Gaming Grant	40800	40800	y	Annual Gaming Grant
2.				
3				
Local Government (Specify)				
1. City of Burnaby		7500	N	City of Burnaby Grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1				
2				
3.				
Fundraising (Net Revenue)				
Individual Donations	4588	1500	n	Canada Helps, Individual Donations
In Kind Sources	19437	7000	n	Donated Event Tickets; Donated Items
Investment Income				
Other Sources (Specify)				
1.Interest, Misc	353			
2. Other Grants		1000	n	Requested a Walmart Community Grant
3.				
Total Revenue	73639	66500		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	38462	39700	Regular Part Time Program Position & Summer Staff Positions
Office Supplies & Expenses	8421	9100	Office Occupancy, Supplies, Communications, Admin
Program & Event Supplies	2613	7500	
Advertising & Promotion	363	1000	Burnaby Now Series, West End Seniors Network
Travel & Vehicles Expenses	321	300	Mileage
Interest and Bank Charges	435	200	Bank Charges
Licences, Memberships, & Dues	300	200	Membership
Occupancy Costs			
Professional & Consulting Fees	7149	5500	Donated Professional Services
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities		1500	Florio Bursary
Education and Training for Staff & Volunteers	1784	400	Staff Training/ Conferences
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Insurance	1860	2000	General Liability, D & O Insurance
2. Special Events	3929	600	Volunteer Recognition, Annual Picnic
3. Special Events In Kind	8080		Volunteer Recognition, Annual Picnic
4. Director's Expenses	125	200	Board of Directors Meetings
5. Advertising In Kind	920	1500	Promotion- Seniors Publication
Total Expenditures	74762	69700	
CURRENT SURPLUS (DEFICIT)	-74762	-69700	Current Surplus Prior Year: \$-1123 Current Year: \$-3200