



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Community Services Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue, Burnaby BC V5C 0H1		
3. WEBSITE (IF APPLICABLE) www.bbysservices.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Alex Munroe	PHONE (604) 292-3904	EMAIL alex@bbysservices.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Cindylee Wagar	PHONE (604) 292-3905	EMAIL accounting@bbysservices.ca
6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 11882 1628RR0001 (Society#S0015144)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU?	
<input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant	
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR:	
<input checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING:	
\$ 5,000.00	<input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.	
\$511,116	
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.	
<p>Last year, you awarded us with a \$5,000 grant to assist us with operating costs. This year, due to the pandemic, we continue to purchase Personal Protective Equipment (PPE) and at times hire casual part-time staff as COVID-19 Screeners to ensure the health and safety of our clients in order to carry out our various programs. For instance, this Spring we were able to support our Burnaby residents with our Community Volunteer Income Tax Program. In order to ensure the health and safety of all clients, staff, and volunteers to our office, hiring a COVID-19 Screener was a welcomed necessity.</p> <p>As an aside, we will not be requesting the annual in-kind grant of \$7,750 that the City of Burnaby has regularly provided us with over the years to assist us with printing costs. We have sought additional funding to be able to pay for these expenses ourselves this year and instead we would very much appreciate if the City would provide a grant towards our operating costs in 2021.</p>	

6. IF YOU ARE APPLYING FOR A GENERAL OPERATING GRANT, DESCRIBE HOW THIS GRANT WILL BE USED TO OFFSET COSTS INCURRED TO OPERATE THE ORGANIZATION. PLEASE DETAIL THE NATURE OF OPERATING EXPENSES (SALARY, LEASE, UTILITIES, ETC.) AND SPECIFY THE TIME PERIOD DURING WHICH THE GRANT WILL BE USED.

We are committed to serving our community and have continued to provide critical services to those in need during COVID-19. An operating grant would assist us with payroll expenses, rent, utilities, insurance, and office supplies. The time period during which the grant will be used is from June through December 2021.

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: 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 PROGRAM?"

- Burnaby Community Services empowers people to change their lives and their community. We provide a voice, resources, and opportunities to families, individuals, and seniors to help them break the cycles of poverty and isolation.
- **Programs:** 1) **Seniors Transportation** – Pre-COVID, we provided 57 seniors with 436 drives over the course of a year. Despite the challenges of the pandemic, our amazing drivers provided 33 seniors with 208 drives to and from medical and dental appointments last year (it is worthy of note that there were an additional 62 drives booked that were then cancelled by our senior clients due to varied reasons, including anxiety about venturing out due to the pandemic). We are seeing new client numbers increasing steadily in 2021. 2) **Burnaby Christmas Bureau** - through our Toy Room that provides new gifts for children from low-income families, and various sponsorship programs we arrange for seniors and those at risk, we brightened the holiday season for over 2,600 individuals. We are proud that we were able to provide this in-person assistance to so many despite the layers of complexity, and health and safety issues, brought about by the pandemic. 3) **Community Publications** – annually, we strive to publish and distribute more than 100,000 resource guides, ensuring community access to support. 4) **Advocacy** – we provide a series of programs and partnerships to help hundreds of Burnaby citizens who are low income, have mental/physical disabilities, and seniors who are experiencing difficulties accessing services. This includes the Community Volunteer Income Tax Program and Form Completion Assistance. Our Poverty Law Advocate on staff provides legal information and assistance to residents of Burnaby.

Applicants for **General Operating Grants** are not required to complete sections C, D, and E (marked with an asterisk \*)

## SECTION C: THE PROJECT/EVENT/PROGRAM\*

1. NAME OF THE PROJECT/EVENT/PROGRAM	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION)	
3. PROJECT/EVENT/PROGRAM START DATE	4. PROJECT/EVENT/PROGRAM END DATE

**SECTION D: PURPOSE OF BENEFIT\***

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM

2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES

3. 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):

4. 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.

5. 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?

## SECTION 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)

2. WHAT DATA AND FEEDBACK DO YOU COLLECT FROM YOUR AUDIENCE/PARTICIPANTS? HOW DO YOU EVALUATE YOUR PROGRAMS AND SERVICES?

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks \*\*).

## SECTION 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?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	4%		6%		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	33%		27%		
DONATIONS AND SPONSORSHIPS (CASH)	56%		59%		
DONATIONS AND SPONSORSHIPS (IN-KIND)	4%		3%		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	3%		5%		

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 keen to diversify our funding and are pursuing this endeavor in many ways. We have an agreement with The Law Foundation to receive an additional year of funding for 2021. We have identified further foundations and organizations that we are approaching with grant / sponsorship requests.

We have been speaking with corporate sponsors and are making arrangements with several companies who want to support us in a greater capacity over the long term. One of these sponsors is Concord Pacific who is eager to support our services and programs in the community and we are currently discussing a 3-year funding plan with them.

For the past five years, we have partnered with the Society to End Homelessness to hold the Coldest Night of the Year, a highly successful and inclusive fundraising event to raise money to fight homelessness in Burnaby. This year due to COVID-19 our committee organized a virtual walk. Participants were to self-organize either individually or in team bubbles selecting their own safe walk route near home at a time convenient for them. We achieved of 123% of our fundraising goal this year, and we are aiming towards a further increase in donations from both individual and corporate sponsors.

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	\$ 53,000.00	\$ 52,308.00	\$20,000		\$32,000
GRANT - IN-KIND	\$ 7,750.00	\$ 7,750.00			
PERMISSIVE TAX EXEMPTION	\$ 3,022.92	\$ 2,799.36	\$5,440	\$5,603	
LEASE GRANT	\$ 12,059.36	\$ 12,321.52	\$15,380.35	\$15,690.17	
OTHER (Pending – Recreation Credit Processing Agreement with Burnaby Parks & Rec)					\$TBD

4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.

GOAL 1

Continue to provide exemplary critical services and programs to those in need throughout Burnaby.

**DESCRIPTION**

Despite the challenges we are all facing due to the COVID-19 pandemic, we are committed, more than ever, to support those in the community who need us most. We are focused on delivering our services, programs, and publications in innovative ways to keep our staff, volunteers, and clients safe.

## GOAL 2

Fund development and diversification.

### DESCRIPTION

While we have had considerable success to date, we are developing an approach to further our fundraising efforts in order to diversify our income sources, increase awareness, and create sustainability. We are leveraging our networks to expand our resources and connections, and we are pursuing more third party fundraising opportunities. We are promoting our brand recognition so that our society is quickly associated with the many valuable services and resources we provide.

## GOAL 3

Strategic planning.

### DESCRIPTION

We are developing a vision for success and priorities as part of our strategic plan. Our society is committed to its mission of empowering people in need by providing them with a voice, resources, and opportunities. We have short-term goals in place to address the changing needs of community, and to accommodate the health and safety requirements due to COVID-19. Moving online to provide support exacerbates the digital divide which makes service delivery even more challenging. Our forward-looking plan will provide us with a clear focus and strategic direction in the years ahead.

### 5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	153	207
VOLUNTEER HOURS PER YEAR	5,260	2,231
NUMBER OF VOTING MEMBERS	214	214

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.

Our goal is to improve the quality of life for those in need in our community regardless of their age, ability, socio-economic status, ethnicity, gender, religion or sexual orientation.

We welcome staff members, volunteers, and clients who represent our diverse community in Burnaby and we post jobs which give consideration to Service Canada's priority populations (defined by Service Canada as persons with disabilities, persons of Indigenous Peoples descent, or persons who are members of visible minority groups).

**SECTION G: INSURANCE AND ACKNOWLEDGEMENT\***

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

☒ Yes☐ No

2. IF YES, WHAT COVERAGE?

Commercial General Liability Insurance, and Directors and Officers Insurance.

3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?

The City of Burnaby's support of Burnaby Community Services is provided through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.



**SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\***

1. 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
2. FOR THE FISCAL YEAR <b>2021</b>
3. MONTH FISCAL YEAR BEGINS <b>January 1, 2021</b>

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 (Canada Summer Jobs)	10,472	13,500	Y	2021 Canada Summer Jobs Grant
2 Temporary Wage Subsidy	10,782	0		
3 CEWS	84,274	0		
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Gaming Grant	58,529	54,000	Y	2021 Program grant
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	1,667	32,000	N	Xmas Bureau \$10K; Publications \$9K; Seniors Transportation \$8K; and Operations \$5K
2 Better At Home	19,737	18,720	Y	MOU Agreement for 2021
3 Burnaby Parks & Rec – Agreement Pending for Processing Recreation Credits		19,400	N	Agreement pending for Processing Recreation Credits for 2021
SPONSORSHIP (SPECIFY)				
1 Corporate Donations	85,982	117,100	N	
2 Vancouver Foundation	25,000	0		
3 Law Foundation	97,977	95,000	Y	2021 Program funding
EARNED REVENUE				
1 Program Revenue	3,835	4,500		
2 Rent Recovery (Joint Op Agreement)	24,376	29,000	Y	Joint Operating Agreement – Rent Recovery
3				
FUNDRAISING (NET REVENUE)	30,660	33,500		
INDIVIDUAL DONATIONS	78,737	57,710		
IN-KIND SOURCES	41,140	36,686	Y	City of Burnaby (Lease Grant \$15,690 & PTE \$5,603); Glacier Media (\$15,393)
INVESTMENT INCOME	165	0		
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>573,333</b>	<b>511,116</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	301,958	336,282	
OFFICE SUPPLIES & EXPENSES	40,214	58,425	
PROGRAM & EVENT SUPPLIES	12,844	13,900	
ADVERTISING & PROMOTION	23,587	11,593	
TRAVEL & VEHICLES EXPENSES	1,595	200	
INTEREST AND BANK CHARGES	2,634	2,920	
LICENCES, MEMBERSHIPS, & DUES	430	0	
OCCUPANCY & RENT COSTS	56,406	68,893	
PROFESSIONAL & CONSULTING FEES	40,553	17,000	
CAPITAL PURCHASES & IMPROVEMENTS	0	0	
AMORTIZATION OF CAPITALIZED ASSETS	1,271	400	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	572	1,001	
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	234	500	
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1			
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>482,298</b>	<b>511,114</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>91,035</b>	<b>2</b>	