



COMMUNITY GRANT APPLICATION

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Volunteer Centre Society		
2. ORGANIZATION STREET ADDRESS 203 - 2101 Holdom Ave Burnaby, BC V5B 0A4		
3. WEBSITE (IF APPLICABLE) www.volunteerburnaby.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Dave Baspaly	PHONE (604) 294-5533	EMAIL dave@volunteerburnaby.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Frieda Robertson	PHONE (604) 294-5533	EMAIL frieda@volunteerburnaby.ca
6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S-14552	DATE OF INCORPORATION 1990-06-05
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 131450413	
<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: \$ 10,000.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 184,800.00	
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, 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.

The City of Burnaby Grant will be utilized to offset the operational costs associated with office supplies, office maintenance, advertising, as well as subsidizing the wages of the Community Engagement/Developer staff position. The requested amount of \$10,000 is for the 2021 Fiscal year and will be fully utilized by December 31, 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?"

Volunteer Burnaby acts as a convener for various grassroots organization to address volunteer mobilization in Burnaby. It is our commitment to build a better community through volunteering in prosperous & challenging times and connect people with what matters most for present & future generations. In 2020, we have had to adapt our services and programming to a virtual world. We employed several creative strategies to assist our community members in helping others during these trying times. To help connect individuals to meaningful volunteer opportunities during Covid-19 we have expanded our virtual volunteer opportunities through the development of the Volunteer Burnaby Virtual Series. In partnership with the Burnaby Public Library, Burnaby Primary Care Network, and the City of Burnaby, Volunteer Burnaby designed and operated a Covid-19 Response Volunteer Database. More than 170 volunteers helped those in need in the community.

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):

Our programs promote Community Engagement and are aligned to support the City of Burnaby 'Social Responsibility' Plan. Since 1979, Volunteer Burnaby has been enriching the lives of citizens of Burnaby and strengthening the community through volunteering. We have a designated staff position of 'Community Engagement' to fulfill our mandate of fostering & promoting volunteerism in the community as a whole. Research shows that beyond our basic human need for social networks & relationships, participation in civic life is also an essential need and a critical component of healthy community. We have extended our program to include youth throughout secondary schools in Burnaby. In 2020, we hosted a 'Virtual Volunteer Fair' with the high schools students to engage and support them in their effort to get involved in their community.

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.

We work closely with approximately 50 Burnaby based member organizations and support them with their volunteer recruitment strategies. Volunteer Burnaby also participates, mobilizes and supports volunteers for various City of Burnaby led events. After many of Burnaby's community events were cancelled and volunteer positions postponed, we saw a need for developing a safe and secure virtual position to help connect volunteers back to their community. As a result, we developed the Volunteer Burnaby Virtual Series - a collection of webinars, tutorials, and performances recorded by Burnaby's volunteers. These videos are shared with our online audience on Facebook, Instagram, Twitter, and YouTube. With over 70 volunteers contributing over 500 hours of their time, the Virtual Series project has grown to reflect the diversity of our community as we have watched individuals from all backgrounds and walks of life give their time and creative talents.

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?

We Burnaby strives to diversify its funding sources and continue to look for new funding opportunities to support our programs & services. Burnaby is a community that is rapidly growing and organizations like Volunteer Burnaby serve important roles in forwarding and promoting community values and community identity. Volunteer Burnaby could not possibly express our full appreciation to the City for your on-going support. We are formally requesting a \$10,000 community grant in the interest of sustaining vital programming and meeting critical community need.

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)

Despite to challenges due to covid-19, we were able to set up an innovative way to connect volunteers to their community from the safety of their homes. In April 2021, we introduced the Volunteer Burnaby Virtual Series. We set out to ask volunteers to create a collection of unique and diverse content for us to share with our community online. One year later, we now have over 70 tutorials, performances, and webinars available to view on our YouTube channel, Facebook page, and Instagram page. The Volunteer Burnaby Virtual Series features a wide range of webinars, tutorials, and performances covering topics such as music, art, sports, animals, technology, culinary arts, construction, and many more! We connected 170 volunteers to COVID-19 specific volunteer opportunities. We also held virtual Volunteer Fair to reach out to high school student population to have a meaningful dialogue on volunteersim.

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

We collect data using Google Analytics recording traffic to our website as well as other tools to monitor other social media platform such as our Facebook, Instagram, Twitter and Youtube Channel. Beyond collecting numbers, we are particularly interested in hearing directly from volunteers and our members to give us their feeds and tell us on how we can enhance our services. We reach out to the participants by conducting surveys and asking questions about their volunteer experiences.

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...)	9		9		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	91		90		
DONATIONS AND SPONSORSHIPS (CASH)			1		
DONATIONS AND SPONSORSHIPS (IN-KIND)					
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY					

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 have an ongoing contract with the Community Living BC (CLBC) to deliver supported volunteering program for individuals with special needs. Other sources include; Community Gaming Grant from the Province of BC. Each summer we apply to Service Canada, Summer Job Strategy program to recruit two youth to assist with various city wide special events & programs. Other sources include membership fees, fees for providing on line workshops and consultation services to agencies. Further, we explore other grant proposals to enhance and improve program delivery.

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	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00		\$ 10,000.00
GRANT - IN-KIND	\$ 1,000.00				
PERMISSIVE TAX EXEMPTION	\$ 354,600.00	\$ 398,700.00	\$ 438,500.00		\$ 385,700.00
LEASE GRANT	\$ 6,670.00	\$ 6,815.00	\$ 6,950.00	\$ 7,090.00	
OTHER					

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

GOAL 1
Strategy One – Sustainability

1. Maintain current funding streams
2. Explore new funding sources
3. Explore collaborations and partnerships

DESCRIPTION

Maintain and pursue funding & relationships These Include CLBC, City of Burnaby, Community Gaming Grant, and Service Canada. Review Agency Membership Fees and explore a new & innovative fundraising activity in collaboration with the Brentwood Town Centre. Explore Corporate Donors program to generate additional to promote 'Corporate Social Responsibility' and raise additional funds to support our programs.

GOAL 2

Enhance & Improve Service Delivery

1. Burnaby focused program delivery
2. Database redevelopment

DESCRIPTION

Deliver innovative learning opportunities. Promote online/professional development programs to the Managers of Volunteers and for those seeking a career in the voluntary sector.

Enhance member services. Hold member roundtables to facilitate the flow of information to our members about volunteerism. Promote consultation services to agencies to enhance their program delivery and promote 'Best Practices in the field of Volunteer Management.

Launch e- Newsletter to connect with key stakeholders & partners to address Issues relating to volunteerism.

Conduct a membership survey looking for gaps in services in the community.

Transitioning to a new database connecting agencies with the potential volunteers. Provide support & assistance to those seeking to volunteer in the community.

GOAL 3

Developing a comprehensive Marketing and Communications Plan

1. Expand the Community Engagement
2. Design Innovative strategies to increase presence on the Social Media

DESCRIPTION

Highlight the success stories of our members and outstanding community stories. In partnership with the Burnaby Now, publish feature stories to encourage volunteering in the community. Use our Media links to promote community engagement.

To strengthen our communication channels to connect with our key partners in the community. Continue the engagement with Regional, provincial & National organizations in the voluntary sector to advocate for volunteers and recognize those individuals who contribute to their community.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	250	300
VOLUNTEER HOURS PER YEAR	1,900	2,000
NUMBER OF VOTING MEMBERS	60	55

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.

We support all individual regardless of age, gender, ethnic background, religion, mental health or physical ability, or sexual orientation, in their effort to contribute to their communities. We educate our board, staff & volunteers to promote the benefits of diversity to all those involved with the Centre. Equity, diversity, and inclusion (RDI) are concepts that are ingrained in Volunteer Burnaby's mission statement and organizational values. In the summer 2020, we assessed our RDI policies and made some updates based on confidential interviews and questionnaires. This assessment concluded that Volunteer Burnaby has strong EDI policies and principles currently in place, and that there is strong belief amongst staff that the organization is following organization values and principles.



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SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

☒ Yes

☐ No

2. IF YES, WHAT COVERAGE?

We have General Liability Insurance of \$5,000,000.

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

The contribution of the City of Burnaby will be prominently recognized at the public forums as well in media promotions (including social media). Periodically, we publish feature stories in the local community papers highlighting success stories and an open invitation for community members to participate. We will knowledge the City of Burnaby contribution to support our efforts to foster community engagement.

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 2021
3. MONTH FISCAL YEAR BEGINS January 01, 2021

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 Service Canada	8176	7800	Y	Youth Employment - 2xpositions
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 CLBC	79078	81500	Y	Special Needs Access - Contract
2 Community Gaming Grant	74500	74500	Y	Annual Gaming Grant
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	10000	10000	Pending	
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)		1000		Annual Fundraising - Brentwood Mall
INDIVIDUAL DONATIONS		200		
IN-KIND SOURCES				
INVESTMENT INCOME	295	300		
OTHER SOURCES (SPECIFY)				
1 Memberships	1406	1000		
2 Fees for Service	7200	7500	Y	Training/Consultation
3 Other grants	1000	1000	Pending	Small Grants
TOTAL REVENUE	181655	184800		

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EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	151924	157100	es one full time and aprt time po
OFFICE SUPPLIES & EXPENSES	8305	8000	office Supplies, Maintenance, IT
PROGRAM & EVENT SUPPLIES			
ADVERTISING & PROMOTION	1454	2500	Advertising in local papers
TRAVEL & VEHICLES EXPENSES	396	500	Mileage & Travel reimb
INTEREST AND BANK CHARGES	224	300	
LICENCES, MEMBERSHIPS, & DUES	387	400	iteer Canada, City of Bby, Prof.
OCCUPANCY COSTS	7124	7300	Subsidized Rent
PROFESSIONAL & CONSULTING FEES	3080	3300	Accounting/IT support
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	548		
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	400	500	Staff Development Workshops
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Insurance	2414	2900	General Liability & D&O
2 Directors' Expenses		200	Zoom Meeting Costs
3 Workshops/Meetings Expenses	219	800	Webinar/Workshop Presentation
4 Volunteer Recognition Expenses	257	1000	tional Volunteer Week Recognit
5 Misc	40		
TOTAL EXPENDITURES	176772	184800	
CURRENT SURPLUS (DEFICIT)	4883	0	