



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME The British Columbia Society Of Model Engineers (O/A Burnaby Central Railway)		
2. ORGANIZATION STREET ADDRESS 120 Willingdon Avenue North Burnaby BC V5C 6K1		
3. WEBSITE (IF APPLICABLE) bcsme.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Brian Carlson	PHONE (604) 980-3767	EMAIL treasurer@bcsme.org
5. ALTERNATIVE CONTACT PERSON		
NAME Kent Cavaghan	PHONE (604) 317-2860	EMAIL president@bcsme.org

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION 1958-06-06
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 84218 1364 RR0001	
<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 checked="" type="radio"/> New Applicant <input 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.	
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.	

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 society is experiencing rapidly escalating annual liability insurance premiums that are required under the terms of occupancy in order to operate in its Confederation Park location. The 2021 renewal is projected by our insurance broker (HUB Insurance in Burnaby) to rise 20%. Insurance for 2020 was about \$30,000 and so the society is expecting this to rise accordingly. It is by far the single largest operating expense incurred by the society. In pre-pandemic years the premium could be absorbed given favourable revenues but an 80% revenue drop last year left fixed expenditures overwhelming the operating budget. This is again expected for 2021, given current health and safety concerns for the public and our members. The operating season is normally Easter to Thanksgiving (plus Halloween) but has now been cut in half and social distancing has also reduced the park capacity.

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?"

In a normal operating year the Burnaby Central Railway sells ride tokens for about 75,000 paying passengers plus thousands of under 3 year old children who ride free. The society does not track the residency of the passengers but after 28 years of operation in the park the trains have certainly carried countless Burnaby residents. We are often informed of passengers who rode when they were young and are now back with their own children. In addition the society normally offers a birthday party package that is the most economical in the Lower Mainland and is always very popular. The society has in the past participated in the annual Hats Off Parade with an operating 1/2 scale Case steam tractor.

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

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...)	94		97		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	0		0		
DONATIONS AND SPONSORSHIPS (CASH)	2		2		
DONATIONS AND SPONSORSHIPS (IN-KIND)	4		1		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	0		0		

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 society has enjoyed year over year increased operating revenues throughout its years of operation in Confederation Park. The pandemic has hit the Hospitality Industry very hard and the railway operates in this sphere of the economy. The society reports annually to the City of Burnaby all its financial information and has demonstrated that it historically is a very viable operating entity. This is expected to be the case in the future once everything returns to normal.

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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRANT - IN-KIND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PERMISSIVE TAX EXEMPTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LEASE GRANT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

GOAL 1  
Operating the Burnaby Central Railway as part of a History and Science Museum.

DESCRIPTION  
The British Columbia Society of Model Engineers is a charitable organization dedicated to preserving technologies and railway heritage by educating and entertaining the public. We support, advance and demonstrate model engineering by operating an outdoor recreational, miniature, passenger-carrying railway and an interpretive museum in Burnaby, British Columbia.

## GOAL 2

Providing a railway safety program to elementary-school age children.

## DESCRIPTION

The society, in association with the Canadian National Railway, participates in a program to educate children about the dangers of being around full-size railway infrastructure. Local school and day-care groups are welcomed to the park to be given a presentation on railway safety by a society member, supported with an audio-visual film. Following this the groups are taken out on the railway to be given first-hand experience with a railway.

## GOAL 3

To support other non-profit organizations and charities through the provision of meeting space or a facility for outreach to the public.

## DESCRIPTION

The railway station at the park has a large hall that is made available for various events. Organizations that need meeting space for their membership can book space. During the operating season, the society hosts many non-profit local small-scale railway groups. These groups assemble modular operating layouts that are on display for the public when they attend the park.

## 5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	0	0
VOLUNTEER HOURS PER YEAR	0	0
NUMBER OF VOTING MEMBERS	110	94

## 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.

The society operates the Burnaby Central Railway with the support of its membership. Our members volunteer their time but must maintain a membership in the society. Society membership is open to any and all persons who have an interest in the goals of the society. Four membership categories are maintained: regular, senior, junior and associate. We are particularly pleased to have a growing number of junior members. (Board of Directors: previous year 9, current year 8)

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

☒ Yes ☐ No

2. IF YES, WHAT COVERAGE?

General Liability \$5,000,000

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

The grant will be acknowledged by posting notice to the general public at the Confederation Park station and concession buildings.

## 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 Ending October 31, 2021
3. MONTH FISCAL YEAR BEGINS November 1, 2020

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				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1 Ridership	62867	65000		
2 2019 Halloween (accrued)	3813	0		
3 Facility Rental	595	200		
FUNDRAISING (NET REVENUE)	0	0		
INDIVIDUAL DONATIONS	2090	2000		
IN-KIND SOURCES	3520	1000		
INVESTMENT INCOME	1	1100		
OTHER SOURCES (SPECIFY)				
1 Caretaker Apartment	6700	7200		
2 Membership Dues	3895	4000		
3 Gift Shop Sales	1264	1000		
TOTAL REVENUE	84745	81500		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	7132	11000	
OFFICE SUPPLIES & EXPENSES	181	500	
PROGRAM & EVENT SUPPLIES	1242	25	
ADVERTISING & PROMOTION	0	0	
TRAVEL & VEHICLES EXPENSES	285	300	
INTEREST AND BANK CHARGES	110	50	
LICENCES, MEMBERSHIPS, & DUES	811	700	
OCCUPANCY COSTS	6529	4750	
PROFESSIONAL & CONSULTING FEES	2405	3100	
CAPITAL PURCHASES & IMPROVEMENTS	0	0	
AMORTIZATION OF CAPITALIZED ASSETS	34987	32000	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	0	0	
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	0	0	
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Railway Operating Expenses	49313	58975	
2 Railway Fleet Repairs & Overhaul	6080	14850	
3 Garden Railway Rebuild	2379	6000	
4 Apartment Expenses	3532	3050	
5 Pandemic Supplies	3792	400	
TOTAL EXPENDITURES	118778	135700	
CURRENT SURPLUS (DEFICIT)	-34033	-54200	

