



COMMUNITY GRANT APPLICATION

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME VIP Volunteers for Intergenerational Programs (Common Name is Volunteer Grandparents)		
2. ORGANIZATION STREET ADDRESS 203-2101 Holdom Ave. Burnaby, BC, V5B 0A4		
3. WEBSITE (IF APPLICABLE) www.volunteergrandparents.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Veronica Grossi	PHONE (604) 736-8271	EMAIL vgrossi@volunteergrandparents.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Dave Baspaly	PHONE (604) 736-8271	EMAIL dave@infocusconsulting.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 108186347 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 type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant	
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: \$ 3,000.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 15,320.00	
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 have applied for financial support from the City of Burnaby in the past, and we have been graciously awarded In-Kind Printing grants in support of our programs. This year we are requesting a cash contribution in support of our important intergenerational program, specifically, our Burnaby Letters to Seniors Program.	



COMMUNITY GRANT APPLICATION

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.

n/a

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATION'S 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?

Letters to Seniors has had a positive impact on senior and youth participants in Burnaby. Through donating their time towards creating letters or illustrations with hopeful messages for seniors, 93% of participants stated they felt more connected to seniors within the community. In addition, during a time where volunteer opportunities are limited, this program provided 438 volunteers with an opportunity that could be completed remotely to provide them volunteer hours and reference letters, with 38 residing in Burnaby. In terms of our senior participants, care-home partners were surveyed, and 83% said the program made a positive impact on the lives of their senior residents. Furthermore, 83% of care-home partners stated their seniors are feeling less socially isolated and more connected to the community through our initiative. Through our program, 927 letters were delivered to residents in Burnaby care-homes, and 38 letters were exchanged with senior pen-pals in 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

Burnaby's Letters to Seniors Program

2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION)

Letters are all mailed and vetted at our office: 203-2101 Holdom Ave. Burnaby, BC

3. PROJECT/EVENT/PROGRAM START DATE

2021-01-01

4. PROJECT/EVENT/PROGRAM END DATE

2021-12-31

SECTION D: PURPOSE OF BENEFIT*

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

In the midst of the COVID-19 pandemic, staying connected with others is more important than ever. Falling under our mission to bridge and enrich generations, in the summer of 2020, we initiated a new program aiding the creation of intergenerational connections within the community in a safe and engaging manner during these times. Our new program called Letters to Seniors involves supporting isolated seniors with encouraging, meaningful handwritten letters sent by volunteers of all ages.

Main Objectives:

- Bridge and enrich the generations by creating intergenerational connections
- Foster understanding, communication and cooperation between the generations
- Provide a supportive senior mentor to youth making a request to connect
- Increase self-esteem in youth and a sense of connectiveness

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

Our program was created to provide support to isolated seniors in the community as well as within Burnaby care-facilities. Through the correspondence of cheerful and encouraging letters and drawings sent by youth, this initiative allows for additional intergenerational connections to be created within the Burnaby community in an engaging and safe manner. We also initiated a pen pal program where youth and seniors could correspond back and forth and further develop a meaningful connection.

All correspondence is vetted through Volunteer Grandparents' office in Burnaby. We track all the submitted letters. In order to maintain confidentiality and safety, all letters are reviewed and then forwarded along to their pen pals in a new envelope to ensure address privacy.

<p>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)</p> <p>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 mentorship bonds that developed through the letters help strengthen the youth's self-esteem and enables them to be more resilient when dealing with adversity. The youth and seniors develop a sense of belonging which builds community. Our program is inclusive and serves a diverse population of youth and seniors. It enables seniors to actively engage in the City of Burnaby which decreases the chance of the senior experiencing social isolation and depression. We are committed to providing an inclusive and safe environment for everyone, regardless of gender, sexual orientation, age, cultural identity, or disability.</p>
<p>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.</p> <p>So far we have collaborated with a number of community partners in Burnaby including: Courtyard Terrace, Normanna Living, Seton Villa Retirement Centre, Chartwell Carleton Gardens, Confederation Community Centre, Cameron Recreation Centre, Pastoral Care Ministry, Royal Arch Masonic Home, and New Vista Society. We have also had numerous Burnaby classroom teachers reach out to us to have their students participate in the program.</p>
<p>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?</p> <p>Volunteer Grandparents values the support that we receive from the City of Burnaby. 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. We are actively seeking new partnerships and applying for small grants offered to non-profits in the community to ensure our program's success and sustainability.</p>

SECTION E: EVENT OUTCOMES*

<p>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)</p> <p>The key outcomes that will be measured:</p> <p>1. Number of youth served: Currently 287 youth participants with 38 participants in Burnaby; our goal is to continue to accept new youth volunteers into the program.</p> <p>2. Number of seniors served: Currently: 17 seniors in Burnaby care-homes and 12 seniors living in the community were matched to pen pals. 927 Letters were shared with Seniors living in Burnaby Care Homes. Our goal is to remain to serve isolated seniors in Burnaby through this program.</p> <p>Number of Pen Pal Created: Create new connections.</p> <p>3. Be Impactful: we survey and receive feedback from our participants to assess the strengths of our program and determine how the program can be improved. We measure how the program impacts the youth's sense of connectiveness to the community, the level of decreased sense of isolation the seniors have through participation and the level of positive impact the care-homes feel their residence have by participating in the program.</p>
<p>2. WHAT DATA AND FEEDBACK DO YOU COLLECT FROM YOUR AUDIENCE/PARTICIPANTS? HOW DO YOU EVALUATE YOUR PROGRAMS AND SERVICES?</p> <p>In the midst of the pandemic, one of our goals was to support isolated seniors in the community as well as seniors in residential care facilities. Since the beginning of the pandemic, volunteers have dedicated over 750 hours to the Letters to Seniors Program which has allowed us to send over 1500 letters to seniors from youth. "Making cards with my children is a wonderful family activity. It brings us a lot of joy to make them, and it is even better to know that we can brighten a senior's day. The cost of making cards is minimal but the impact is huge!" Since the Pandemic has halted recreational programs at many care facilities, receiving letters from the community has helped seniors feel less isolated during these times. "We have taken a small section of the wall in the main entrance so that when families visit, they can see that not only are their loved ones cared for by our team, but people in the community also have a positive impact on their lives." - Leader at Care Facility.</p>



COMMUNITY GRANT APPLICATION

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.,)	0		0		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	87		79		
DONATIONS AND SPONSORSHIPS (CASH)	0		2		
DONATIONS AND SPONSORSHIPS (IN-KIND)	0		0		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	13		19		
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 figures above are for the specific program, Burnaby Letters to Seniors. We are actively researching community grants and foundations that can support our newest initiative and will seek donations from the community to ensure the longevity of the program.					
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					\$ 3,000.00
GRANT - IN-KIND	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00		
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1 Service Delivery: Program Delivery Member services					
DESCRIPTION Serve More Isolated Seniors As an organization, we value building strong community partnerships, increasing engagement, and connecting individuals with resources. The Letters to Seniors Program facilitates the emotional development of both youth and seniors. We have been able to witness the positive impact on the well-being of seniors during the past year, and we hope to make Letters to Seniors a permanent program at Volunteer Grandparents.					
We will continue to ensure that we deliver the highest standard of programming to our community and that all members feel engaged and supported.					

<p>GOAL 2 Create More Pen Pal Relationships</p> <p>Through our initiative, we hope to increase the number of senior participants in our pen-pal program to accommodate for the high number of interested youth participants. In creating more pen-pal matches, we can reduce the social isolation that both youth and seniors have experienced during the pandemic. By creating more pen-pal relationships, we can promote more intergenerational bonds that encourage long-term relationships.</p>												
<p>DESCRIPTION</p> <p>We have a waitlist of Burnaby Youth seeking to be matched to a senior pen-pal. This funding will enable us to build capacity to ensure that every youth making a request to participate can connect in this wonderful intergenerational program. It will also allow us to expand our program and reach more seniors in the community as well as in care-homes. Part of our mission is to bridge and enrich generations. Through our pen-pal matches, youth and seniors can correspond with one another to share life experiences, stories, and social support.</p>												
<p>GOAL 3</p> <p>Funding ; Maintain existing funding Explore opportunities to expand on funding Solicit sponsorship of events/projects</p>												
<p>DESCRIPTION</p> <p>We are dedicated to strengthening our community partnerships and exploring new funding opportunities to ensure financial stability.</p>												
<p>5. PLEASE COMPLETE THE FOLLOWING</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 30%;">PREVIOUS YEAR</th> <th style="width: 35%;">CURRENT YEAR</th> </tr> </thead> <tbody> <tr> <td>NUMBER OF VOLUNTEERS (INCLUDING BOARD)</td> <td style="text-align: center;">200</td> <td style="text-align: center;">415</td> </tr> <tr> <td>VOLUNTEER HOURS PER YEAR</td> <td style="text-align: center;">5,500</td> <td style="text-align: center;">2,500</td> </tr> <tr> <td>NUMBER OF VOTING MEMBERS</td> <td style="text-align: center;">176</td> <td style="text-align: center;">185</td> </tr> </tbody> </table>		PREVIOUS YEAR	CURRENT YEAR	NUMBER OF VOLUNTEERS (INCLUDING BOARD)	200	415	VOLUNTEER HOURS PER YEAR	5,500	2,500	NUMBER OF VOTING MEMBERS	176	185
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NUMBER OF VOLUNTEERS (INCLUDING BOARD)	200	415										
VOLUNTEER HOURS PER YEAR	5,500	2,500										
NUMBER OF VOTING MEMBERS	176	185										
<p>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.</p> <p>Intergenerational programs benefit all age groups which is reflected in the continuous support and engagement from the community. We aim to decrease the marginalization of seniors by fostering a sense of social acceptance and inclusion in the community. While highlighting the heterogeneity among older adults, the outcome of our programs creates meaningful long-term intergenerational connections. Our initiatives are inclusive of individuals of all ages, cultures, and socioeconomic backgrounds, as we serve a diverse population of youth and seniors. They offer a mutually beneficial relationship that enhances the social well-being and health of all participants. We truly value our community partnerships, and we are very proud to be able to make a direct impact on the lives of seniors and youth as we move toward a more age-friendly community.</p>												



COMMUNITY GRANT APPLICATION

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

☒ Yes

☐ No

2. IF YES, WHAT COVERAGE?

200000 Liability Coverage

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

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.



COMMUNITY GRANT APPLICATION

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

☐ Organization ☒ Project/Event/Program

2. FOR THE FISCAL YEAR

2021

3. 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 Service Canada	3000	3000	Y	Canada Summer Jobs Funding
2 ECSF- administerd UWLM	7630	2370	Y	Emergency Community Support Fund
3 New Horizons For Seniors	0	1650	Y	Until March 29, 2023
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	1500	3000	N	Prior Year In-kind Printing Grant
2				
3				
SPONSORSHIP (SPECIFY)				
1 Canada Post Community F	0	5000	N	
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	0	300	y	
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
TOTAL REVENUE	12130	15320		



COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	9800	14120	
OFFICE SUPPLIES & EXPENSES	300	300	
PROGRAM & EVENT SUPPLIES	1500	400	
ADVERTISING & PROMOTION	150	150	
TRAVEL & VEHICLES EXPENSES	180	150	
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES			
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 General Admin	200	200	
2			
3			
4			
5			
TOTAL EXPENDITURES	12130	15320	
CURRENT SURPLUS (DEFICIT)	0	0	