



COMMUNITY GRANT APPLICATION

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Down Syndrome Resource Foundation		
2. ORGANIZATION STREET ADDRESS 1409 Sperling Ave, Burnaby V5B 4J8		
3. WEBSITE (IF APPLICABLE) www.dsrf.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Jason Campbell	PHONE (604) 444-3773	EMAIL jason@dsrf.org
5. ALTERNATIVE CONTACT PERSON		
NAME Wayne Leslie	PHONE (604) 444-3773	EMAIL wayne@dsrf.org

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 898907266 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:	
\$ 15,000.00	<input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.	
\$ 806,600.00	
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.	
<p>We were very thankful to have received a \$10,000 grant from the City of Burnaby the last two years. This year we are asking for \$15,000 due to the difficulties the organization has faced with Covid. Although we were successful with our Run Apart for Down Syndrome event, we have had to cancel or modify other fundraising events, which has reduced our revenue. Also, we have been very proud of our ability to transition to virtual and online programming, which has been extremely well received by our families as it has provided critical structure and stability in these uncertain times. However, offering both virtual and in person programming has resulted in higher costs.</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.

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?

Due to Down syndrome's very small population size, in order to maintain participation levels that make our programs viable, we must make our services available for anyone with Down syndrome from the larger Lower Mainland area. If not, there would be insufficient numbers to offer our services to Burnaby residents. We ask that you consider this unique vulnerability when assessing this criteria. The fact that we provide our services in Burnaby ultimately makes them more easily accessible for residents of Burnaby. Similar to city programs, DSRF programs are family oriented and inclusive with a focus on social and recreational activities but with a specific focus on meeting the needs of residents with DS, which the city cannot provide. Our services are also designed to empower individuals with disabilities to be more successful in public activities like those provided by the city in its efforts to promote inclusion. Our One-One program will serve 575 people with 52% being Burnaby residents.

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 One to One Children Programs	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 1409 Sperling Ave, Burnaby, BC V5B 4J8	
3. PROJECT/EVENT/PROGRAM START DATE 2021-09-13	4. PROJECT/EVENT/PROGRAM END DATE 2022-06-24

SECTION D: PURPOSE OF BENEFIT*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM Our aim is to assist in the development of children into adults who are confident, self-reliant, resourceful, socially connected, and able to make positive contributions to their community. At the DSRF, our educational programs are designed to enhance the skills that will support full social inclusion. Specifically, our goals are as follows: To improve reading and math skills in the younger age groups, to enable them to better keep up with their classroom peers, which boosts self-esteem; To improve reading comprehension, to foster a love of learning and literacy; To improve speech and language development, to make communication within the community more effective and more enjoyable and, with occupational therapy, improve gross and fine motor skills to support physical development
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Specifically, we focus on three key areas: speech and language/occupational therapy, reading and communication, math, and enhancing the life skills that will foster maximum independence. These areas are strengthened through the following services offered for children with Down syndrome under the age of 18, for which we are seeking the support of the City of Burnaby: <ul style="list-style-type: none"> • One to One Reading. This includes assessment, program design, material prep, charting the course for continued progression. • One to One Math. Teachers work to develop the skills that are most useful and necessary for everyday life using a balanced approach. • Speech and Language. Therapy. Fun and friendly environment provides appropriate opportunity for speech improvement • Occupational Therapy, Assists with physical skills, gross and fine motor skills, sensory processing, cognitive skills, and psychosocial skills.

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)

DSRF is a natural extension of Burnaby's Social Sustainability Plan and its goal to be an inclusive community that values all of its members and helps them to meet their basic needs so that they can live in dignity, engage actively, and contribute to their community. We extend the city's ability to assist residents with Down syndrome in this regard by providing services specifically tailored to individuals with Down syndrome. Down syndrome is a rare condition, which by definition means it is limited to a small segment of the population. The small size and unique nature of this population make it especially vulnerable to marginalization. Therefore, these are community members that Burnaby, with a Social Sustainability Plan to be caring and inclusive, should protect most by supporting organizations like DSRF that meet their special needs to help them be healthy and productive members of the 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.

The success of the DSRF approach is ultimately measured not just in numbers, but in stories of lives transformed and potential unleashed. The following quote from a DSRF parent, our major stakeholder group, illustrates the positive impact that our programs, especially during Covid, have on our students' self-esteem and ability to function as fully contributing members of society.

From a parent: "It feels like home and we aren't alone navigating this world so our children can succeed and be accepted. We have been blessed to be a part of DSRF. They truly lead with their hearts and their passion to help their students shine through. I have and will continue to refer people to DSRF. Thank you!"

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?

If the amount is not fully granted we would try to raise funds from our other fundraising initiatives. Unfortunately it has become increasingly difficult to raise funds and we may have to reduce services to clients.

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)

The goals for this program are primarily based on meeting individual goals for clients in reading, math and communications as well as speech and motor skills development. These goals are set with families before a session block begins and then assessed at the conclusion. In the bigger picture we have a goal of a case load of 22 clients per program staff member, per program block (four program blocks a year).

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

All of our programs at DSRF are carefully evaluated before and after the program through in person meetings (now done virtually and/or in person) and assessments, and electronic surveys with the families and students who participate in the programs. These findings are then integrated into the program plans which are continually updated and revised. We recently launched our own custom built reading assessment tool/online student portal. This is the first assessment tool specially designed for individuals with Down syndrome in the world.



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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...)	20		33		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	40		19		
DONATIONS AND SPONSORSHIPS (CASH)	39		47		
DONATIONS AND SPONSORSHIPS (IN-KIND)					
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	1				

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.

Over the history of DSRF we have focused on, and have been successful in, fundraising through events, like our Run Up for Down Syndrome, which attracts annually over 1100 participants to Swangard Stadium, and our Up the Down Market event which attracts people from the financial sector. Due to Covid, we have had to be creative with our events. For our Run Up event we have held virtual events which proved to be very successful, raising \$200,000 this past year. We are also held virtual Up the Down Market events this Fall. We also have a proven track record soliciting individual donations, corporate donations, community foundations, and gaming grants. Besides continually working to cultivate and steward these revenue streams, a major focus has been to attract funding from all levels of government, including municipal, provincial and federal. This is a long term goal for us and critical if we are to offer our programs at a low cost so as not to be a barrier.

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		\$ 10,000.00	\$ 10,000.00		\$ 15,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION			\$ 27,000.00	\$ 34,000.00	\$ 34,000.00
LEASE GRANT					
OTHER					

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

GOAL 1

To communicate effectively

DESCRIPTION

This goal includes promoting the DSRF brand and promoting Down syndrome knowledge dissemination to stakeholders.

GOAL 2

Optimizing outcomes across the lifespan

DESCRIPTION

This goal includes maintaining best practices in programming, expanding our role as a health navigator for families, developing strategies to reach and serve more families, and share DSRF expertise.

GOAL 3

Maximizing impact through partnerships

DESCRIPTION

This includes bringing together Canada's Down syndrome community

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	30	35
VOLUNTEER HOURS PER YEAR	360	400
NUMBER OF VOTING MEMBERS	25	19

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 biggest barrier to individuals with Down syndrome and their families are financial difficulties. To alleviate this, DSRF provides children and youth bursaries to assist families with the cost of DSRF programs. The Bursary Program was originally established by DSRF Board Director, George Klukas, who believes financial difficulties should not be a barrier for families to access DSRF's programs. Due to the impact of Covid, the bursary program has been critical in ensuring all families have access to our programs.

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE? <input checked="" type="radio"/> Yes <input type="radio"/> No
2. IF YES, WHAT COVERAGE? We have insurance coverage for: property, crime, liability (\$5 million) and equipment breakdown. Details of coverage can be provided.
3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY? The City of Burnaby will be acknowledged through our extensive social media platforms: Facebook, Instagram, Twitter and LinkedIn, as well as our website. We will also acknowledge support in our new national Down syndrome magazine. We would also like to hold a cheque presentation photo opportunity at our Centre. The City of Burnaby logo can also appear on program materials.

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

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 Emergency Covid funding	364126			CEWS one time funding
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming Grant	225000	225000	y	
2 Ministry Funding		50000	n	
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	10000	15000	n	
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1 Program Fees	386149	602758	partial	
2				
3				
FUNDRAISING (NET REVENUE)	225069	312500	partial	Up the Down Market events
INDIVIDUAL DONATIONS	516809	553045	partial	includes corporate donations
IN-KIND SOURCES				includes corporate donations
INVESTMENT INCOME	460			
OTHER SOURCES (SPECIFY)				
1 Foundation Grants	189983	115000	partial	various foundation grants
2 Deferred revenue	45345			
3				
TOTAL REVENUE	1962941	1873303		

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EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	1321569	1489828	
OFFICE SUPPLIES & EXPENSES	28467	33087	
PROGRAM & EVENT SUPPLIES	40862	50776	
ADVERTISING & PROMOTION	41262	33000	
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES	22771	35030	
LICENCES, MEMBERSHIPS, & DUES	2610		
OCCUPANCY COSTS	88040	89488	
PROFESSIONAL & CONSULTING FEES	17942	14554	
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	83594		
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	17983		
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	4173	12300	includes travel
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Computer/networks	44781	33964	
2 Property taxes	563		permissive tax exemption
3 insurance	25273	35000	
4 fundraising and events	14133	41704	
5			
TOTAL EXPENDITURES	1754023	1868731	
CURRENT SURPLUS (DEFICIT)	208918	4572	2020 surplus due to CEWS