



## COMMUNITY GRANT APPLICATION

### SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Rotary Club of Burnaby Metrotown		
2. ORGANIZATION STREET ADDRESS POBox #266 - 105 - 7566 Edmonds St., Burnaby, BC V3N 0C3		
3. WEBSITE (IF APPLICABLE)		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Carina Tan-Lucero	PHONE (604) 837-7568	EMAIL ctlucero01@gmail.com
5. ALTERNATIVE CONTACT PERSON		
NAME Darlene Broadhead	PHONE (604) 323-6756	EMAIL darlenebhead@gmail.com

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input checked="" type="radio"/> OTHER	SPECIFY Community Service Org. dedicated to serving the local community	

### 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: \$ 6,900.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 35,550.00	
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.	

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.

Our club project, the Rotary Coats for Kids (RCFK), was very fortunate to receive free donated storage space by a local business for many many years. However, since the previous owner sold the business this year, the new owners expect to collect a monthly rent of \$575.00 for the unit. This is an unforeseen expense that would greatly curtail our ability to purchase coats with our existing funding model of raising funds through fundraising events, community donations and some funding from BC gaming. Rotary Coats for Kids is a year round project as coats purchased during the sale months of January to March and new coats ordered from wholesaler starts arriving in August and September needs to be store in a cool dry location in order to be ready to be dispensed in October/November to all children in Burnaby that needs a warm winter coat.

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?"

Our RCFK project works with the Burnaby School District and Community Organizations to deliver a coat to all children in Burnaby who needs a new winter coat. The Rotary Club of Burnaby Metrotown has been facilitating this program for 20 years. Under our leadership it has grown to include all children in Burnaby who need a warm winter coat. Each year, we deliver between 1,200 to 1,700 coats each to children between the ages of 1 week to 18 years. Over the years, we have expanded our project to include not just grade schools but secondary schools as well as community service organizations that support the most vulnerable members of our Burnaby 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 Rotary Coats for Kids	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) All local schools and service agencies that pre-booked our truck	
3. PROJECT/EVENT/PROGRAM START DATE 2021-07-01	4. PROJECT/EVENT/PROGRAM END DATE 2022-06-30

## SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM To ensure that every child in Burnaby who needs a warm winter jacket gets one without worrying about access or cost.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES A local business, Zeemac Leasing supplies us with a large cube van for free and And Sign, a local sign shop, donates the signage on the van which becomes a rolling ad for the 6 week drop-off period of the project. School and Community Service organization who are aware of the needs provide us with a list of children requiring a coat, with gender and sizes. We then set up an appointment to arrive with the truck at each location so each child can pick their own coat. Due to the pandemic, we had to change our protocols and currently, children are not allowed to go onto the truck but instead, volunteers will give them 3 coats to choose from while standing outside the truck with their teachers.

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](#)):

The project aligns with the Social Sustainability Strategy in that it aims to fulfill a basic human need to provide proper clothing for those in need. BC statistics state that one in two children of a single parent live in poverty and one in five children live in poverty. Being able to access warm coats for your family at no cost is a huge relief for families who are struggling with the high cost of living.

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 Burnaby School District (program partner), The City of Burnaby (free storage up to Dec. 31, 2021), The Rotary District of 5040 (district grant), The BC Gaming Authority (gaming grant), Zeemac Leasing (use of a cube van), And Sign (signage for the van), Burnaby Now (2 quarter page ads). Pre-pandemic, Burnaby Public Libraries, local businesses such as Staples and the UPS Stores collect gently used coats for the project.

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 currently have temporary use of a storage space at the Christine Sinclair Center from July 1 to December 31, 2021. Should our grant application not be successful, we hope that our current free use of the storage space can be extended to accommodate our storage needs.

## 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)

We have been running this program for 20 years and the needs continue to grow as the years go by and we do not expect the needs to be reduced in the foreseeable future.

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

The list of request with the children's age, gender and sizes (no names are provided and kept) from the schools and service organizations are kept after the drop-off period each year and then carefully evaluated in order for us to know the number of children helped each year and what to anticipate and prepare for the following year i.e. sizes to order and number of coats needed.

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...)					
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	10,500			15,500	
DONATIONS AND SPONSORSHIPS (CASH)	1,500			7,000	
DONATIONS AND SPONSORSHIPS (IN-KIND)	11,448			5,235	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY				3,450 (6 months)	
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 had to cancel our annual fundraiser - the Wine, Food and Music festival for the past two years which was the primary source of income for our club. In order to diversify our fundraising efforts, we are currently working on an on-line auction to try to raise some funds and we continue to apply for grants whenever possible.					
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					
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1 To deliver to the children of Burnaby in need, warm winter coats, new or gently used.					
DESCRIPTION We purchase new coats in the spring sales and order wholesale from Local businesses, where they tack our order one to theirs so we avoid paying extra shipping costs.					

## GOAL 2

Engage local community in the project.

### DESCRIPTION

We engage the local community in this project by having them collect gently used coats, knitting, volunteering and sponsorship. Local Newspaper sponsors Ads for the campaign, Local Sign Company sponsors Van Signage. Local company sponsors Van and Insurance. Up until now local Storage company sponsored Storage Unit for year around Storage.

## GOAL 3

Help other Community Service Groups

### DESCRIPTION

When we receive coats that don't meet our mandate we pass them on to other community service organizations such as New comers, Burnaby Family Life, Immigrant services, Moaic and Burnaby Neighbourhood House Outreach workers and several others.

## 5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	20	25
VOLUNTEER HOURS PER YEAR	280	298
NUMBER OF VOTING MEMBERS	15	14

## 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 coat campaign includes every child in Burnaby 0-18 years who need a warm winter coat. We work with the School District and Community Services organizations to reach everyone. Community involvement includes School age children and their parents who hold coat drives up to and including Seniors who knit warmers to enhance the project to help with the campaign.

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?



Yes



No

2. IF YES, WHAT COVERAGE?

The City has a certificate on file.

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

We will acknowledge the city on all our print material as a sponsor, and next year on our truck signage, which is a rolling advertisement for a month to six weeks. The city will also be acknowledged on our website as a sponsor for this campaign.

## 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 type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2021-2022
3. MONTH FISCAL YEAR BEGINS July 1st 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				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Gaming Grant	10500	10500	y	Gaming grant for coats project
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby		3450	y	City of Burnaby storage July-Dec 2021
2				
3				
SPONSORSHIP (SPECIFY)				
1 Zeemac Truck Rental	3000	3000	y	Truck rental, gas and Insurance
2 And Signs	448	560	y	Signage on the Coat Van
3 Burnaby Now	1100	1100	y	Ad requesting help and Thank You
EARNED REVENUE				
1 Online Auction		3000	n	Nov 22 - Dec 2
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	1500	7000	y	Estate and individual donations
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Advanced Storage	6900	575	y	one month storage locker for July 2021
2 District Grant – Rotary		5000	y	Rotary Foundation grant - RCFK
3				
<b>TOTAL REVENUE</b>	<b>23448</b>	<b>34185</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	00	00	
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES			Donated
ADVERTISING & PROMOTION	1448	1660	Donated
TRAVEL & VEHICLES EXPENSES	3000	3000	Donated
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS	6900	6900	Storage (Full Year)
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 Purchases	18137.53	23990.00	
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>29485.53</b>	<b>35550</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>(6037.53)</b>	<b>(1365)</b>	