



23.29.P Big Sisters of BC Lower Mainland

COMMUNITY GRANT APPLICATION

EXECUTIVE COMMITTEE OF COUNCIL COMMUNITY GRANTING POLICY

Grant requests which come under the following broad headings will be considered:

A. General Grants

Eligible General Requests

1. General grants are awarded to defray a portion of costs for established (operating for at least one year) Burnaby based registered/incorporated non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities, as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy. The grant must be directed towards project/event/program and operating costs that directly benefit Burnaby residents.
2. Applicants must receive substantial revenue from other sources. Applicants may apply for up to one Operating Grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two Programming Grants (project/event/program) per year for total maximum (operating and programming) grants of \$25,000 per organization within the calendar year. Organizations operating from more than one location that provide programs, administration, and support services, may apply for one additional operating grant up to \$10,000, not subject to the \$25,000 maximum. All grant applications will be reviewed by the Executive Committee of Council, and are conditional on the availability of funding allocated for the respective year.

Operating Grants are provided to offset costs incurred to operate the organization, including:

- Salaries;
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies; and,
- Maintenance and repair costs.

Programming Grants are provided to offset the costs of delivering a specific project/event/program such as outreach initiatives, block parties, environmental and other community events. Programming Grants may also be provided through in-kind services from the City (i.e. printing services).

Ineligible General Requests

- I. General grants ARE NOT available to cover costs for past events.
- II. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- III. Organizations that provide funding to non-Burnaby based third party non-profit organizations.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for travel expenses only.

- I. The application must be made by a support organization.
- II. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams).
- III. Only players that are 1) competing in a championship tournament **outside of the Lower Mainland**, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for Provincial grant funding.
- IV. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship competitions for a team or individuals who are Provincial Champions.
- V. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team
- VI. Consideration will be given only for travel to a National or Western Canada Championship tournament. In the event that there is both a Western Canada and a National Championship tournament, only ONE event will be considered for funding.

C. Fee Waivers

Fee Waivers are provided to Burnaby-based non-profit organizations who are hosting an event at a City of Burnaby Civic Facility. The event date must be scheduled with City staff and coordinated with other bookings.

Eligible Requests

- For charitable initiatives, applicants must be Burnaby-based and provide details of their initiative on the application.
- Any fundraiser proceeds must support a municipal facility, project, or initiative which benefits Burnaby residents.
- Any golf tournament must be held in May, June, September or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants.
- To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the waiver.
- Non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

Grant Application Criteria and Guidelines

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A(1) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Tuesday at 4:45pm, three weeks prior to the scheduled Executive Committee of Council meeting week. Committee meeting dates and grant application deadlines are available on the Committee's webpage at burnaby.ca.
4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
5. Program grant funds must be used for costs associated with executing the project/event/program, not for planning the project/event/program.
6. Applicants for General Operating Grants are not required to complete sections C, D, and E of the application (marked by an asterisk *).
7. Applicants for Recreational Sport Grants are not required to complete sections F and H of the application (marked by two asterisks **).

Grant Approval

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded. If a grant request is denied, applicants cannot re-apply for the same grant request until the following calendar year. Changing the grant request amount does not constitute a new application.



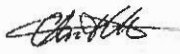
23.29.P Big Sisters of BC Lower Mainland COMMUNITY GRANT APPLICATION


DECLARATION

This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;
- The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgment is provided by using the City of Burnaby logo in accordance with prescribed standards; and,
- The organization acknowledges that its Community Grant Application is a public record and may be published on the City's website. Personal information (i.e., telephone numbers and e-mail address) are redacted prior to the publication.

SIGNATURE 	TITLE CEO
PRINT NAME Chantelle Krish	DATE (YYYY-MM-DD) 2023-05-09

SIGNATURE 	TITLE Board Chair
PRINT NAME Lorna E Nimmons	DATE (YYYY-MM-DD) 2023-05-09



COMMUNITY GRANT APPLICATION

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Big Sisters of BC Lower Mainland		
2. ORGANIZATION STREET ADDRESS #200 - 5118 Joyce Street, Vancouver, BC V5R4H1		
3. WEBSITE (IF APPLICABLE) www.bigsisters.bc.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Kalmacoff Jennings	PHONE (647) 244-3789	EMAIL akjennings@bigsisters.bc.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Cindy Morrison	PHONE (604) 317-6392	EMAIL cmorrison@bigsisters.bc.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 118809409RR0001	
<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: \$ 5,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 1,234,505.00
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.

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 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?

Big Sister mentors are often a lifeline for not only the child but the entire family, and when a youth in need overcomes their adversities and reaches their full potential, an entire community benefits. Children and youth who receive the benefits of long-term mentorship grow up to report higher levels of happiness, healthier relationships with family and friends, more senior positions and higher earnings at work, and giving more back to the community.

Last year we supported 19 youth in our Big Sisters Mentoring program. As of May 1st, 2023, we have supported 20 youth and 13 volunteers who reside in Burnaby. Currently, there are 14 youth from Burnaby on our waitlist for this program. The cost to create and maintain a 1:1 match for a one-year period costs our agency \$2,500

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 Big Sisters Mentoring program	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) Locations throughout the Lower Mainland	
3. PROJECT/EVENT/PROGRAM START DATE 2022-07-01	4. PROJECT/EVENT/PROGRAM END DATE 2023-06-30

SECTION D: PURPOSE OF BENEFIT*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM Program objectives: to provide a supportive mentor for every young person who needs one in the Lower Mainland; increase self-esteem and confidence; encourage positive and healthy behaviour; set youth on the path to reach their full potential; facilitate them to effectively communicate their feelings; promote positive relationships with peers and families; inspire giving back and community involvement. Reported impacts are: increased self-esteem and confidence; increased social skills; increased likelihood of staying in school; increased likelihood of attending post-secondary; decreased social isolation; positive mentoring experience. This program runs year-round with continual intake.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Big Sisters Mentoring is a 1:1 mentoring program that matches youth with a supportive, caring adult who helps them realize their full potential. Their weekly meetups focus on activities that enhance social-emotional development and build a relationship based on trust and common interests. It is open to female, female-identified (girls, transgender and non-binary) youth age 7 to 17 who need a supportive, adult female in their life. Big and Little Sisters meet once a week for 2-4 hours for a minimum of one year. The average match lasts 2.5 years Big Sisters Mentoring provides youth with a caring adult who they can turn to for advice, guidance and friendship. Our matches discuss the tough stuff – how to make friends, overcome fears, deal with peer pressure and bullying, how to approach school and teacher relationships, start a first job, address difficulties at home, and the many questions that children and youth are faced with these days.

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 align with Burnaby's Social Sustainability Strategy focusing on Justice, Equality, Diversity, and Inclusion. Our programs are open to volunteers and youth who identify as female, transgender and non-binary. We are committed to providing a safe, inclusive environment to all individuals, regardless of gender, sexual orientation, cultural identity or skin colour.

Mentoring is linked to improved academic, social and economic benefits. It helps further education, accelerate engagement, promote healthy lifestyles, and ultimately break the cycle of poverty, violence and drugs. Mentoring helps create safer schools and communities. It's proven that girls who have a positive mentor are less likely to engage in destructive behaviour.

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.

When a parent, school personnel, social worker, or other helping professional recognizes the need for a positive adult role model in a young persons' life, they refer them to our agency. Big Sisters supports families with Ministry of Children and Family Development (MCFD) involvement, children in foster care and grandparents raising grandchildren. We receive over 300 referrals every year for children and youth who are experiencing a broad range of adverse childhood experiences. Agency referrals include MCFD, Family Services of Greater Vancouver, Vancouver Aboriginal Child & Family Services Society, Burnaby elementary & secondary school teachers, counselors and administrators.

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?

Big Sisters continues to embed its long-term fundraising strategy to enhance financial sustainability. We anticipate being able to guarantee a significant percentage of mentoring program expenses thanks to revenue generated from our annual fundraising events; family, private, and corporate giving foundations; Gaming; individual donations; and municipalities.

Big Sisters will continue to provide Burnaby youth with caring mentorship opportunities regardless of the outcome of this grant request. However, a decrease in financial support hinders our ability to match youth currently on our waitlist. The pandemic has increased the need for this program in all communities.

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)

1. Number of youth served: we use statistical analysis and measure monthly, quarterly, and annually the number of volunteers and girls served in the program.
2. Match length: the minimum length of a match is 1 year, but most last far beyond that. Average match lengths help us analyze the efficacy of the program. Average length of match is 2.5 years.
3. Impact: we survey and receive feedback from Little Sisters, their parents, and volunteers to assess the strengths and weaknesses of program delivery. We measure how the program has impacted Little Sisters' mental health, self-confidence, and motivation and take any other relevant factors into consideration.

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

We collect both qualitative and quantitative data. Listening to the families we serve to better understand their needs is always at the forefront of the data collected, so we can continually work to improve our programs. Studies have shown that girls with a mentor are two and a half times more likely to be confident in their ability to be successful at school, two times less likely to be depressed and three times less likely to have social anxiety. Our length of match and client involvement with the agency sets us apart from other youth-serving organizations. Each caseworker acts as a dedicated support system providing ongoing counsel and assistance throughout the years for every single match. Research shows that youth in long-term mentor relationships (one year or longer) report the most academic, psychosocial and behavioural improvements. We request a minimum one-year commitment from our volunteers to enhance social emotional growth that helps set them on the path to success.



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...)	2			2	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	40			41	
DONATIONS AND SPONSORSHIPS (CASH)	42			37	
DONATIONS AND SPONSORSHIPS (IN-KIND)					
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	1			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.					
We are attempting to diversify our revenue stream and continue to seek funding from corporate and municipal donors, as well as BC Gaming. We host three main fundraisers annually that provide up to 40% of the program costs and continue to look for new fundraising streams.					
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	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1 Decreasing our waitlist continues to be a priority.					
DESCRIPTION Since 1960, Big Sisters of BC Lower Mainland has been changing the course of young lives by providing supportive mentors to kids who need someone the most. Reducing our waitlist by matching youth with a supportive mentor strengthens communities and sets youth on a path to succeed. Youth face a multitude of adversities every day, growing up can be hard and the pandemic has increased youth social isolation and exacerbated mental-health issues. Youth are at times waiting up to a year to be matched. In Burnaby, we have 14 youth on the waitlist for this program.					

GOAL 2

Justice Equity, Diversity & Inclusion (JEDI)

DESCRIPTION

Continue to:

Train staff and embrace JEDI

Translate key intake materials into the languages most represented to reduce barriers to participation

Recruit volunteers with diverse ethnically backgrounds to better serve the equity-seeking communities and youth in our programs.

GOAL 3

Capital Campaign for new office

DESCRIPTION

After a 13-year search for a new office, we have moved locations (November 2022). Our new office gives us the room to grow as the demand for our service increases year over year. This office is centrally located in the middle of our catchment area and across the street from the Joyce Street Skytrain, giving easy access for our staff, volunteer mentors and most importantly, the youth and the families we serve. It is our intent, that this facility will serve our needs for decades.

We are embarking on a Capital campaign to set up these offices to support youth in our community.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	622	503
VOLUNTEER HOURS PER YEAR	39,293	38,957
NUMBER OF VOTING MEMBERS	550	432

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.

Big Sisters believes that every child and youth in the BC Lower Mainland who needs a mentor, should have a mentor. Our programs are open to volunteers and youth who identify as female, transgender and non-binary. We are committed to providing a safe, inclusive environment to all individuals, regardless of gender, sexual orientation, cultural identity or skin colour.

Our national agency Big Brothers Big Sisters Canada formed a Diversity Working Group on which we serve. In 2020, we successfully sought funding and begun translation of our key program and intake materials into the six top languages other than English spoken by our clients to better serve these populations and reduce barriers to participation. In 2021, our team began working with an EDI consulting firm to help us better understand, identify and address systemic barriers within our work and culture. This is an investment in our current work, and our work for years to come.



COMMUNITY GRANT APPLICATION

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes No

2. IF YES, WHAT COVERAGE?

5 million general liability insurance

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

We are pleased to offer a variety of opportunities to recognize your generous gift, and would be happy to work with you to tailor recognition that meets the needs of the City of Burnaby. A \$5,000 gift to the Big Sisters Mentoring Program offers the following recognition:

Social media posts announcing donation

City of Burnaby logo on the Big Sisters website

City of Burnaby listed in our annual report

You can also expect updates about how your money is being used and the impact it is having in your community.



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 <input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR July 2022 to June 2023
3. MONTH FISCAL YEAR BEGINS July

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 CEWS	68907	0	Y	Canada Emergency Wage Subsidy
2 Cda Summer Jobs Grant	4772	2504	Y	July 2022 to June 2023
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming Grant	155000	155000	Y	July 2022 to June 2023
2 BC Capital Gaming Grant	3252	4215	Y	July 2022 to June 2023
3 BC Multiculturalism Grant	2500	0	N	
LOCAL GOVERNMENT (SPECIFY)				
1 Municipal Grants	57555	64750	N	July 2022 to June 2023
2				
3				
SPONSORSHIP (SPECIFY)				
1 Incl. in fundraising below				
2				
3				
EARNED REVENUE				
1 Service Contracts	20524	20524	Y	July 2022 to June 2023
2				
3				
FUNDRAISING (NET REVENUE)	319171	342352	N	July 2022 to June 2023
INDIVIDUAL DONATIONS	174526	153750	N	July 2022 to June 2023
IN-KIND SOURCES				July 2022 to June 2023
INVESTMENT INCOME	13969	87000	N	July 2022 to June 2023
OTHER SOURCES (SPECIFY)				
1 Foundation & Corp Grants	204536	240090	N	July 2022 to June 2023
2 Rent Revenue	10000	41250	N	July 2022 to June 2023
3				
TOTAL REVENUE	1034712	1111435		



COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	119690	136876	
OFFICE SUPPLIES & EXPENSES	37114	28079	
PROGRAM & EVENT SUPPLIES			
ADVERTISING & PROMOTION	10007	10875	
TRAVEL & VEHICLES EXPENSES	61634	73204	Includes caseworkers' travel time
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS	1499	4326	
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	41869	45361	
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Program Expenses	818071	935784	Direct Match Support, Program
2			
3			
4			
5			
TOTAL EXPENDITURES	1089884	1234505	
CURRENT SURPLUS (DEFICIT)	-55172	-123070	

Grant requests which come under the following broad headings will be considered:

A. General Grants

Eligible General Requests

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2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
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4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
5. Program grant funds must be used for costs associated with executing the project/event/program, not for planning the project/event/program.
6. Applicants for General Operating Grants are not required to complete sections C, D, and E of the application (marked by an asterisk *).
7. Applicants for Recreational Sport Grants are not required to complete sections F and H of the application (marked by two asterisks **).

Grant Approval


1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded. If a grant request is denied, applicants cannot re-apply for the same grant request until the following calendar year. Changing the grant request amount does not constitute a new application.


DECLARATION

This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;
- The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgment is provided by using the City of Burnaby logo in accordance with prescribed standards; and,
- The organization acknowledges that its Community Grant Application is a public record and may be published on the City's website. Personal information (i.e., telephone numbers and e-mail address) are redacted prior to the publication.

SIGNATURE 	TITLE Dr.
PRINT NAME Andrew Mai	DATE (YYYY-MM-DD) 2023-05-09

SIGNATURE 	TITLE Ms.
PRINT NAME Viktoria Abanos	DATE (YYYY-MM-DD) 2023-05-09

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME PolyCan Health Centre		
2. ORGANIZATION STREET ADDRESS Simon Fraser University, 9055 University High St 102, #205, Burnaby, BC V5A 0A7		
3. WEBSITE (IF APPLICABLE) https://www.polycanhealthcentre.com/		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Andrew Mai	PHONE (778) 883-3144	EMAIL andrewmai@polycanhealthcentre.com
5. ALTERNATIVE CONTACT PERSON		
NAME Viktoria Abanos	PHONE (604) 726-5944	EMAIL viktoria@polycanhealthcentre.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 Multi-disciplinary community health centre	

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 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: \$ 25,000.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 22,000.00	
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.

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 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?"

We are hoping that this therapy dog charity event with St. John's Ambulance will reach at least 650 Burnaby residents / SFU students. The aim for this program is to create a charity event wherein Burnaby residents can receive affection from a therapy dog and in the meantime learn about PolyCan Health Centre's initiatives such as the Indigenous Wellbeing Program and our Preventive Care focus. Furthermore, Burnaby residents will also get to learn about St. John's Ambulance Therapy Dog volunteer program. In learning about these programs, Burnaby residents will not only receive affection from a therapy dog, but they will also know more about resources for wellbeing, particularly Indigenous wellbeing. It is hard to gauge just how far the ripple effects of the knowledge of our programs will spread, but it will allow for a healthier community as more Burnaby residents will know about where and how to receive quality healthcare and support.

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

Therapy Dog Day by PolyCan Health Centre and St. John's Ambulance

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

PolyCan Health Centre or SFU AQ East

3. PROJECT/EVENT/PROGRAM START DATE

2023-06-17

4. PROJECT/EVENT/PROGRAM END DATE

2023-06-17

SECTION D: PURPOSE OF BENEFIT*

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

The purpose of this program is to educate the community about the healthcare resources available to them as well as other initiatives PolyCan Health Centre is launching to aid various communities. St. John's Ambulance will also educate the community members about their various volunteer programs and the initiatives they have launched to aid the community. The benefit of this education is to create a community that knows where and how they can receive quality healthcare, particularly Indigenous peoples and groups. Furthermore, with our Preventive Care focus, Burnaby residents will receive the benefit of knowing when and how to take care of themselves so the number of health issues are mitigated over time. Community members that participate in this event will receive the benefit of healthcare resources and knowledge of their community's healthcare initiatives.

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

During this event, we will obtain therapy dog volunteers from St. John's Ambulance Therapy Dog Program. We will set up an area where the dogs can be hanging out. This area will be open enough where people can comfortably fit and be petting dogs without being crowded. Entrance from the participants' side will be a "donate what you can" entrance fee in order to ensure no one is left out but also helping raise money for St. John's Ambulance's Therapy Dog Program and PolyCan Health Centre's Indigenous Wellbeing Program. The event is currently planned for June 17th, but depending on the reception of this grant as well as other developments within our initiatives, it may be pushed to a couple weeks later. During the event Burnaby residents and other participants will be playing with the dogs, and brochures for PolyCan and St. John's Ambulance containing the program information will be provided. As well, there will be representatives from both companies who can speak further on the program.

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 main goal for our venture is to create a healthy community. This specifically aligns with the Official Community Plan, particularly section 11.2 regarding social planning. In this goal, where we "facilitate development and ongoing sustainability of a community which enhances the social, physical, psychological, and cultural wellbeing of Burnaby residents." Thus, by having this Therapy Dog Day, we will not only be helping the wellbeing of Burnaby residents through the stress relief of petting a therapy dog, but we will also provide education aimed at physical and psychological wellbeing of Burnaby residents. As well, our company specifically follows section 3.1 in the OCP regarding growth strategy, specifically "the provision of adequate and well-located community services and facilities." Burnaby residents attending this event will learn where there is a health centre and what sort of services they can access, leading to their and their community's overall health and wellbeing.

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.

Some of our partners and stakeholders include St. John's Ambulance as a main partner via the provision of dogs and reception of all proceeds (to either their own volunteer or a charity they are partnered with.). Another partner is SFU, particularly the newspaper The Peak, as they will assist us in getting the word out about our event within the student body. Some stakeholders include the surrounding businesses, Indigenous peoples and groups, the City of Burnaby due to the grant and where the event is being held, and any Burnaby residents or other visitors that come to participate in the event.

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 grant is not received, we would likely have to reduce the amount of promotional material and marketing we conduct as we will not have the budget for it, which would unfortunately decrease the number of people that can capitalize on this opportunity. We would also have to reduce our own contribution to the Therapy Dog volunteer program or even forego the brochures as they may be too large of an expense without the grant.

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)

To know whether we have reached our goal, we will create an optional survey for participants wherein they disclose information about who they are (ex. Burnaby resident, Indigenous person) and what they most enjoyed and learned. By analyzing these responses, we will be able to track who attended and what they most learned or had questions about. Furthermore, we will use the entrance donation amount as an indication of the impact we are having on the community as the more is donated, the more people likely came. As well, we will track the engagement with our Instagram as well as number of appointments made at PolyCan in order to see how much impact the Therapy Dog Day has had on the community.

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

We will collect responses in an optional survey where participants will answer some basic demographic questions and what they learned, enjoyed, and/or had questions about. This data will evaluate the effectiveness of the program and the marketing of the event as well as the impact on the community. We will also track how many participants arrived and how many brochures were taken as this will result in an evaluation of the number of people that are further interested in our and St. John's Ambulance services.

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			20	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	0			0	
DONATIONS AND SPONSORSHIPS (CASH)	0			0	
DONATIONS AND SPONSORSHIPS (IN-KIND)	0			0	
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.					
<p>We are also hoping to receive some First Nations Health Authority (FNHA) funding in order to further expand our Indigenous Wellbeing program (project proposal submitted to them is attached to this email). The summary of all goals and objectives is outlined within the Plan Proposal. The rest of the revenue is obtained from private funding, but in order to diversify our sources of revenues and be more viable and self sustaining over the long run, we are hoping to receive some municipal, provincial, and federal grants as well as increase the percentage of earned revenue from services provided at PolyCan Health Centre.</p>					
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	0	0	0	\$ 25,000.00
GRANT - IN-KIND	0	0	0	0	0
PERMISSIVE TAX EXEMPTION	0	0	0	0	0
LEASE GRANT	0	0	0	0	0
OTHER	0	0	0	0	0
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1 Create and increase awareness of PolyCan Health Centre and our health and wellness initiatives.</p>					
<p>DESCRIPTION As PolyCan Health Centre opened its doors right at the beginning of the COVID-19 pandemic, the return of SFU staff, students, and Burnaby residents to their normal lives has been very slow and gradual, which did not allow us to create and grow the awareness of the health centre. By having more promotional material distributed and a more engaged presence in the community (via events such as the Therapy Dog Day), we will be able to grow the awareness of our brand and provide more people with accessible and informed healthcare.</p>					

GOAL 2
Have more participants in the Indigenous Wellbeing Program.

DESCRIPTION
As the Truth Reconciliation Commission recommended as calls to action, the government and businesses have a duty to provide trauma-informed healthcare and acknowledge that health inequities exist due to colonization. Thus, while we do provide this trauma-informed healthcare and have plans to further build relationships and initiatives with First Nations groups, we would like more of the Burnaby Indigenous residents to participate in our program and better their health. By informing people about the program, more Indigenous peoples will have access to the program and can immediately start bettering their health and that of others around them.

GOAL 3
Create and launch educational initiatives regarding preventive care.

DESCRIPTION
Our focus at PolyCan is not just on treating existing health issues but also preventing them from occurring in the first place. By having educational classes, seminars, or webinars, we will be able to share information about how to prevent some common issues, share about our health screening services and their importance, and overall build relationships with people beyond simply treating health issues but rather promoting and aiding in the overall health of the community.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	4	5
VOLUNTEER HOURS PER YEAR	320	400
NUMBER OF VOTING MEMBERS	4	4

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.

While we are still growing in our organization and have yet to have the profound lasting effect on the community we are striving for, we promote accessibility. This is shown through our quick link for Indigenous health access: by simply filling out a short form on our website, they can immediately be booked for the pertinent issue in the relevant health sphere. The Therapy Dog Day venture will be accessible to anyone who has an interest, as shown with the planned "donate what you can" entrance donation rather than requesting a set amount that may not be inclusive of people of varying socioeconomic status. We also promote contacting us via phone, email, or Instagram for people of various backgrounds and accessibility. By being able to provide information in a variety of ways, we are ensuring that those who are interested can obtain the necessary information in whatever way they can and prefer, allowing for inclusion of people with various backgrounds and abilities.

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes No

2. IF YES, WHAT COVERAGE?

Yes, we have general liability insurance. The total coverage is \$5 million.

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

If awarded a grant, we will acknowledge the City of Burnaby in all our promotional material that will be distributed by incorporating a logo and written acknowledgement of the City's support in the event. We will also highlight the City of Burnaby values and mission within our brochures and presentations when talking to the participants. After the event, we will also create an Instagram post wherein we will again acknowledge the support of the City of Burnaby and highlight the values and mission PolyCan Health Centre matched and supported with the event and in general during our operations.

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 2023
3. MONTH FISCAL YEAR BEGINS April

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 N/A	N/A	N/A	N/A	N/A
2 N/A	N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A	N/A
PROVINCIAL GOVERNMENT (SPECIFY)				
1 N/A	N/A	N/A	N/A	N/A
2 N/A	N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A	N/A
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby Community	N/A	25000	N	N/A
2 N/A	N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A	N/A
SPONSORSHIP (SPECIFY)				
1 N/A	N/A	N/A	N/A	N/A
2 N/A	N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A	N/A
EARNED REVENUE				
1 N/A	N/A	N/A	N/A	N/A
2 N/A	N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A	N/A
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 N/A	N/A	N/A	N/A	N/A
2 N/A	N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A	N/A
TOTAL REVENUE	0	25000	N/A	N/A

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	N/A	N/A	N/A
OFFICE SUPPLIES & EXPENSES	N/A	N/A	N/A
PROGRAM & EVENT SUPPLIES	N/A	3000	For brochures and other supplies
ADVERTISING & PROMOTION	N/A	4500	For promoting the event
TRAVEL & VEHICLES EXPENSES	N/A	N/A	N/A
INTEREST AND BANK CHARGES	N/A	N/A	N/A
LICENCES, MEMBERSHIPS, & DUES	N/A	N/A	N/A
OCCUPANCY COSTS	N/A	3500	, set-up, clean-up, etc related to
PROFESSIONAL & CONSULTING FEES	N/A	N/A	N/A
CAPITAL PURCHASES & IMPROVEMENTS	N/A	N/A	N/A
AMORTIZATION OF CAPITALIZED ASSETS	N/A	N/A	N/A
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	N/A	2000	t. John's Ambulance or their pre
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	N/A	1500	to answer questions and conduct
CITY SERVICES EXPENSES (SPECIFY)	N/A	N/A	N/A
1 N/A	N/A	N/A	N/A
2 N/A	N/A	N/A	N/A
3 N/A	N/A	N/A	N/A
OTHER EXPENSES (SPECIFY)	N/A	N/A	N/A
1 Insurance for the dogs	N/A	2000	any specific dog-related incident
2 Supplies for the dogs	N/A	2500	such as treats, water, clean-up inst
3 Administrative costs for the organization	N/A	3000	event such as contacting partners
4 N/A	N/A	N/A	N/A
5 N/A	N/A	N/A	N/A
TOTAL EXPENDITURES	0	22000	N/A
CURRENT SURPLUS (DEFICIT)	0	3000	in case there are any unexpected

Grant requests which come under the following broad headings will be considered:

A. General Grants

Eligible General Requests

1. General grants are awarded to defray a portion of costs for established (operating for at least one year) Burnaby based registered/incorporated non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities, as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy. The grant must be directed towards project/event/program and operating costs that directly benefit Burnaby residents.
2. Applicants must receive substantial revenue from other sources. Applicants may apply for up to one Operating Grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two Programming Grants (project/event/program) per year for total maximum (operating and programming) grants of \$25,000 per organization within the calendar year. Organizations operating from more than one location that provide programs, administration, and support services, may apply for one additional operating grant up to \$10,000, not subject to the \$25,000 maximum. All grant applications will be reviewed by the Executive Committee of Council, and are conditional on the availability of funding allocated for the respective year.

Operating Grants are provided to offset costs incurred to operate the organization, including:

- Salaries;
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies; and,
- Maintenance and repair costs.

Programming Grants are provided to offset the costs of delivering a specific project/event/program such as outreach initiatives, block parties, environmental and other community events. Programming Grants may also be provided through in-kind services from the City (i.e. printing services).

Ineligible General Requests

- I. General grants ARE NOT available to cover costs for past events.
- II. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- III. Organizations that provide funding to non-Burnaby based third party non-profit organizations.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for travel expenses only.

- I. The application must be made by a support organization.
- II. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams)
- III. Only players that are 1) competing in a championship tournament **outside of the Lower Mainland**, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for Provincial grant funding.
- IV. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship competitions for a team or individuals who are Provincial Champions.
- V. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team
- VI. Consideration will be given only for travel to a National or Western Canada Championship tournament. In the event that there is both a Western Canada and a National Championship tournament, only ONE event will be considered for funding.

C. Fee Waivers

Fee Waivers are provided to Burnaby-based non-profit organizations who are hosting an event at a City of Burnaby Civic Facility. The event date must be scheduled with City staff and coordinated with other bookings.

Eligible Requests

- For charitable initiatives, applicants must be Burnaby-based and provide details of their initiative on the application.
- Any fundraiser proceeds must support a municipal facility, project, or initiative which benefits Burnaby residents.
- Any golf tournament must be held in May, June, September or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants.
- To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the waiver.
- Non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

Grant Application Criteria and Guidelines

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A(1) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Tuesday at 4:45pm, three weeks prior to the scheduled Executive Committee of Council meeting week. Committee meeting dates and grant application deadlines are available on the Committee's webpage at burnaby.ca.
4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
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Grant Approval

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded. If a grant request is denied, applicants cannot re-apply for the same grant request until the following calendar year. Changing the grant request amount does not constitute a new application.

DECLARATION

This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

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- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;
- The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City;
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- The organization acknowledges that its Community Grant Application is a public record and may be published on the City's website. Personal information (i.e., telephone numbers and e-mail address) are redacted prior to the publication.

SIGNATURE Serdar Alic Digitally signed by Serdar Alic Date: 2023.05.09 15:02:24 -07'00'		TITLE President
PRINT NAME Serdar Alic		DATE (YYYY-MM-DD) 2023-05-08

SIGNATURE Kemal Sen Digitally signed by Kemal Sen Date: 2023.05.09 15:02:14 -07'00'		TITLE Administrative Officer
PRINT NAME Kemal Sen		DATE (YYYY-MM-DD) 2023-05-08

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME CentreCanada Newcomer Services Society		
2. ORGANIZATION STREET ADDRESS 205-7893 Edmonds St, Burnaby, BC V3N 1B9		
3. WEBSITE (IF APPLICABLE) centrecanada.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Kemal Sen	PHONE (236) 863-0419	EMAIL kemal@centrecanada.org
5. ALTERNATIVE CONTACT PERSON		
NAME Serdar Alic	PHONE (416) 882-6454	EMAIL serdar@centrecanada.org

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S0068901	DATE OF INCORPORATION 2018-02-16
<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 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 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: \$ 7,500.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 30,000.00
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.

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 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?*

CosmosFest: Exploring the Multiverse of Burnaby's Cultures will bring numerous benefits to the residents of Burnaby. This multicultural event aims to celebrate the rich diversity within the community, fostering social cohesion, cross-cultural understanding, and a sense of belonging. By showcasing various cultural traditions, performances, and interactive activities, CosmosFest will provide residents with opportunities to engage, learn, and appreciate the cultural heritage of their fellow community members. We anticipate the active participation and attendance of a diverse range of Burnaby residents, including individuals from different cultural backgrounds, families, youth, and seniors. With an estimated attendance of 2,500 to 3,000 people, CosmosFest will offer a platform for a significant number of Burnaby residents to benefit from this immersive cultural experience, fostering community integration, appreciation, and unity.

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 CosmosFest: Exploring the Multiverse of Burnaby's Cultures	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) Deer Lake Park Festival Lawn (6450 Deer Lake Ave)	
3. PROJECT/EVENT/PROGRAM START DATE 2023-08-13	4. PROJECT/EVENT/PROGRAM END DATE 2023-08-13

SECTION D: PURPOSE OF BENEFIT*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM The purpose of CosmosFest: Exploring the Multiverse of Burnaby's Cultures is to celebrate and promote cultural diversity within the community. The event aims to create a vibrant and inclusive environment where residents can come together to appreciate and learn about different cultural traditions, fostering intercultural dialogue, respect, and unity. Through engaging activities, performances, and exhibits, the goal is to provide an immersive experience that educates, entertains, and inspires attendees. By celebrating the multicultural fabric of Burnaby, CosmosFest aims to strengthen social cohesion, enhance cultural awareness, and build bridges between diverse communities, ultimately creating a more inclusive and harmonious city for all residents.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES CosmosFest is a vibrant celebration of Burnaby's diverse cultures, showcasing a rich tapestry of traditions, art, music, and cuisine. The event features a range of engaging activities and immersive experiences for attendees of all ages. Participants can enjoy cultural performances, including music, dance, and theater, highlighting the talents of local artists. Interactive workshops offer hands-on opportunities to learn traditional crafts, culinary skills, and cultural practices. Exhibits provide insights into various cultures, featuring artifacts, displays, and storytelling sessions. The event also includes a bustling marketplace where local vendors and artisans offer unique products and crafts. Attendees can indulge in a wide array of international cuisines, experiencing the flavors and aromas from around the world. From captivating performances to interactive experiences, CosmosFest offers a dynamic platform for cultural exchange and appreciation.

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):

CosmosFest aligns with multiple aspects of the Official Community Plan and the City of Burnaby's strategic initiatives. Socially, it fosters community cohesion and inclusivity by bringing together residents from diverse backgrounds to celebrate and appreciate different cultures. It promotes social sustainability by encouraging cultural exchange, understanding, and respect among individuals and communities. Economically, the event supports local businesses and artisans by providing them with a platform to showcase their products and services. It boosts economic development by attracting visitors to Burnaby, stimulating tourism, and contributing to the local economy. Environmentally, CosmosFest aims to incorporate sustainable practices by promoting eco-friendly initiatives such as waste reduction, recycling, and the use of environmentally conscious materials. The event seeks to align with the city's vision of a vibrant, inclusive, sustainable, and prosperous 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.

Our community partners and stakeholders for CosmosFest include local cultural organizations such as of the Iranian, Afghan, Turkish, Ukrainian, Chinese, Indian, and Hizmet communities. We have also established collaborations with MOSAIC, a prominent organization working with youth, and local businesses including Mosaic Art & Studio, Pizza Art, Pizza Pietra, PiCaDo, Discount Carpet & Flooring, Van Flooring, Marron Leather and Umbrella Coop. These partners will actively participate in the event by providing cultural displays, workshops, and support in organizing various activities. We are in the process of obtaining letters of support from these groups, highlighting their commitment to promoting cultural diversity and community engagement in Burnaby. Their involvement ensures a vibrant and inclusive event that represents the rich tapestry of our community.

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 requested amount from the City of Burnaby is not fully granted, we have contingency plans in place to make up the difference and ensure the successful execution of CosmosFest. We will explore additional funding opportunities through partnerships with local businesses and community organizations. This may include seeking sponsorships, securing in-kind donations, and organizing fundraising events to bridge the financial gap. Furthermore, we will assess our budget and prioritize expenses, potentially adjusting certain aspects of the event while maintaining the overall quality and experience for participants. Our team is committed to resourcefulness and adaptability, and we will leverage our networks and creativity to ensure CosmosFest proceeds smoothly, regardless of the funding outcome.

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)

To determine if CosmosFest has achieved its goals, we will employ a comprehensive evaluation approach. Firstly, we will track attendance and participation rates during the event, including demographic information such as age, gender, and cultural backgrounds of the attendees. This will allow us to assess the inclusivity and diversity of the event. Additionally, we will distribute surveys and feedback forms to participants, seeking their input on various aspects of the event, such as their satisfaction, engagement, and the extent to which the event met their expectations. We will also establish specific performance indicators aligned with our goals, such as the number of cultural performances, community partnerships formed, and social media reach. By analyzing these data points and comparing them against our predetermined targets, we will have a comprehensive understanding of the event's success in achieving its goals.

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

To gather data and feedback from our audience/participants, we utilize various methods. Firstly, we distribute surveys and feedback forms at the event, covering aspects like overall experience, satisfaction, and suggestions for improvement. We also encourage direct feedback through comment cards or online platforms. Additionally, we analyze attendance data, demographic information, and participation rates to assess the inclusivity and reach of our programs. Social media analytics provide insights into engagement and online presence. Evaluating our programs and services involves analyzing collected data, identifying trends, and comparing against set targets or benchmarks. We also conduct post-event meetings and discussions with our team, partners, and stakeholders to review feedback, discuss strengths and areas for improvement, and implement necessary changes to enhance the quality of our offerings.



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...)	19		16		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	0		10		
DONATIONS AND SPONSORSHIPS (CASH)	68		56		
DONATIONS AND SPONSORSHIPS (IN-KIND)	13		10		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	0		8		

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 are planning multiple revenue streams for ensuring our working capital. Please see our prospective 2023 budget on Section H for details.

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	\$ 24,925.00
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
Help immigrant residents of Burnaby meet their basic needs by providing them with a source of information, a multilingual website.

DESCRIPTION
It is imperative that everyone in the city should live a life of dignity that is achieved with economic security and support for healthy living. However, with half of Burnaby residents being immigrants, 55% being visible minorities, and over 100 languages spoken in Burnaby homes, it casts a challenge towards achieving this type of life. That's why we want to provide a platform for these people to self-sufficiently remove the barriers towards meeting their basic needs. Therefore, we are building a website with multiple language support. Visitors can find answers to any settlement-related questions they might have, whether about opening a bank account or preparing a resume. The information presented consists of eight main topics, and each department is responsible for creating and maintaining up-to-date information. Visitors can also request a service/event or propose an event. Within this year, we are planning the platform to fully operate in English and Turkish.

GOAL 2

Assist the settlement and integration of newcomers to Burnaby with the services we provide.

DESCRIPTION

Burnaby's population has become significantly more culturally diversified over the recent years, and it is expected to continue this way. It has enhanced and improved the community's social fabric while also posing difficulties in terms of language, settlement, and integration of immigrants. That's why we need to ensure their settlement and integration, and we aim to do that with the direct services we provide to our clients. Our services are grouped under eight primary needs represented by eight departments: documentation aid, food & clothing, health care, housing assistance, employment assistance, education support, dialogue & integration, and seniors & special assistance. Clients can request a service by calling or emailing us, sending us an email, or through our website. Within this year, we plan to continue operating in English and Turkish while receiving assistance from our volunteers for requests in other languages.

GOAL 3

Raise awareness of the value of volunteering among youth and newcomers to Burnaby by creating an online volunteer portal they can use

DESCRIPTION

The majority of CentreCanada's strength is coming from its volunteers. Due to our young and non-profit nature, most of our services are provided by volunteers who believe in what we do. Therefore, we are trying to move to an established management system where the tasks for each personnel are straightforward rather than operating in an analog fashion. We are launching an online portal where everyone who has a role in the organization can see and do their assigned tasks. It has three primary user types: department supervisors, sub-department coordinators, and volunteers. When the client makes a service request, it directly shows up on the coordinator's portal. The coordinator can filter the volunteers according to the need and assign the request to a volunteer. The volunteer accepts the request and writes the details of how the client was helped to prepare a report and see their volunteer hours. The supervisor oversees all the activities.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	47	74
VOLUNTEER HOURS PER YEAR	492	560
NUMBER OF VOTING MEMBERS	11	11

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.

As a settlement organization whose mission is to help people from diverse backgrounds, inclusivity is our top priority. Service accessibility is also our priority. To achieve this, we are providing services not only free of charge but also through several platforms- on the phone, through online platforms, and in person. Clients can request assistance through multiple channels, whether it is by calling, sending an email, or through our website. We are also operating in various languages. An example of our service: once we have received a phone call telling us that they need help in Mandarin. After connecting her with one of our Mandarin-speaking volunteers for needs' assessment, we learned that the client wasn't comfortable with her English and wanted to improve it. We accepted her in our English class for adults according to her results in the placement test. Now, she is one of our most successful students/clients and is not afraid of making conversations in English.

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes No

2. IF YES, WHAT COVERAGE?

We have commercial general liability insurance that covers bodily injury and property damage liability occurrences, products and completed operations, tenants' legal liability, non-owned automobiles, and medical expenses.

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

We will recognize the City's support in all promotional materials, including but not limited to brochures, flyers, posters, advertisements, websites, news releases, signs, etc. We will include the City of Burnaby's logo per the Logo Usage Guide for Community Grant Program.



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 <input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2023-2024
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 New Horizons for Seniors	0	15000	Y	Program for seniors
2 Summer Jobs	0	48000	Y	Employment for summer school
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Grants	0	0	N	N/A
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby Grants	0	9925	N	Operating grant (Pending)
2 City of Burnaby Grants	0	1500	N	Programming grant (Pending)
3 City of Burnaby Grants	0	1500	N	Fee waiver (Pending)
SPONSORSHIP (SPECIFY)				
1 Turkish Community	5000	10000	Y	Contributions from the community
2 Local businesses	3000	6000	Y	Contributions from the businesses
3				
EARNED REVENUE				
1 Summer School	24000	36000	N	Registration fees (Pending)
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	120495	150000	Y	Individual contributions
IN-KIND SOURCES	24227	25000	Y	Individual contributions
INVESTMENT INCOME	0	0	N/A	N/A
OTHER SOURCES (SPECIFY)				
1 Discounts/Refunds	11000	0	N/A	Discounts and refunds
2				
3				
TOTAL REVENUE	187722	312925	N	Pending

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	106940	150000	Payroll payments
OFFICE SUPPLIES & EXPENSES	3457	10500	Office supplies
PROGRAM & EVENT SUPPLIES	14380	68500	Summer school, festival
ADVERTISING & PROMOTION	1552	9200	Promotional materials
TRAVEL & VEHICLES EXPENSES	1195	2599	Travel reimbursements
INTEREST AND BANK CHARGES	762	750	Banking fees
LICENCES, MEMBERSHIPS, & DUES	5600	2500	Service subscriptions
OCCUPANCY COSTS	52800	52800	Rent and utilities
PROFESSIONAL & CONSULTING FEES	1093	12000	Accounting, software engineering
CAPITAL PURCHASES & IMPROVEMENTS	10367	2500	Office furniture
AMORTIZATION OF CAPITALIZED ASSETS	0	0	N/A
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	3108	3000	N/A
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	0	0	N/A
CITY SERVICES EXPENSES (SPECIFY)			
1 Facility rental	0	1500	For the summer event
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Maintenance	2250	3500	Cleaning, kitchen
2			
3			
4			
5			
TOTAL EXPENDITURES	203504	319349	
CURRENT SURPLUS (DEFICIT)	-15782	-6424	

Grant requests which come under the following broad headings will be considered:

A. General Grants

Eligible General Requests

1. General grants are awarded to defray a portion of costs for established (operating for at least one year) Burnaby based registered/incorporated non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities, as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy. The grant must be directed towards project/event/program and operating costs that directly benefit Burnaby residents.
2. Applicants must receive substantial revenue from other sources. Applicants may apply for up to one Operating Grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two Programming Grants (project/event/program) per year for total maximum (operating and programming) grants of \$25,000 per organization within the calendar year. Organizations operating from more than one location that provide programs, administration, and support services, may apply for one additional operating grant up to \$10,000, not subject to the \$25,000 maximum. All grant applications will be reviewed by the Executive Committee of Council, and are conditional on the availability of funding allocated for the respective year.

Operating Grants are provided to offset costs incurred to operate the organization, including:

- Salaries;
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies; and,
- Maintenance and repair costs.

Programming Grants are provided to offset the costs of delivering a specific project/event/program such as outreach initiatives, block parties, environmental and other community events. Programming Grants may also be provided through in-kind services from the City (i.e. printing services).

Ineligible General Requests

- I. General grants ARE NOT available to cover costs for past events.
- II. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- III. Organizations that provide funding to non-Burnaby based third party non-profit organizations.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for travel expenses only.

- I. The application must be made by a support organization.
- II. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams).
- III. Only players that are 1) competing in a championship tournament **outside of the Lower Mainland**, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for Provincial grant funding.
- IV. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship competitions for a team or individuals who are Provincial Champions.
- V. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team
- VI. Consideration will be given only for travel to a National or Western Canada Championship tournament. In the event that there is both a Western Canada and a National Championship tournament, only ONE event will be considered for funding.

C. Fee Waivers

Fee Waivers are provided to Burnaby-based non-profit organizations who are hosting an event at a City of Burnaby Civic Facility. The event date must be scheduled with City staff and coordinated with other bookings.

Eligible Requests

- For charitable initiatives, applicants must be Burnaby-based and provide details of their initiative on the application.
- Any fundraiser proceeds must support a municipal facility, project, or initiative which benefits Burnaby residents.
- Any golf tournament must be held in May, June, September or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants.
- To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the waiver.
- Non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

Grant Application Criteria and Guidelines

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A(1) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Tuesday at 4:45pm, three weeks prior to the scheduled Executive Committee of Council meeting week. Committee meeting dates and grant application deadlines are available on the Committee's webpage at burnaby.ca.
4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
5. Program grant funds must be used for costs associated with executing the project/event/program, not for planning the project/event/program.
6. Applicants for General Operating Grants are not required to complete sections C, D, and E of the application (marked by an asterisk *).
7. Applicants for Recreational Sport Grants are not required to complete sections F and H of the application (marked by two asterisks **).

Grant Approval

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded. If a grant request is denied, applicants cannot re-apply for the same grant request until the following calendar year. Changing the grant request amount does not constitute a new application.



COMMUNITY GRANT APPLICATION

DECLARATION

This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;
- The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgment is provided by using the City of Burnaby logo in accordance with prescribed standards, and,
- The organization acknowledges that its Community Grant Application is a public record and may be published on the City's website. Personal information (i.e., telephone numbers and e-mail address) are redacted prior to the publication.

SIGNATURE Serdar Alic Digitally signed by Serdar Alic Date: 2023.05.09 15:01:06 -07'00'	TITLE President
PRINT NAME Serdar Alic	DATE (YYYY-MM-DD) 2023-05-08

SIGNATURE Kemal Sen Digitally signed by Kemal Sen Date: 2023.05.09 15:01:21 -07'00'	TITLE Administrative Officer
PRINT NAME Kemal Sen	DATE (YYYY-MM-DD) 2023-05-08

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5. ALTERNATIVE CONTACT PERSON		
NAME Serdar Alic	PHONE (416) 882-6454	EMAIL serdar@centrecanada.org

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S0068901	DATE OF INCORPORATION 2018-02-16
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
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<input type="radio"/> OTHER	SPECIFY	

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4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 10,000.00
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.

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 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 project, "Eid Fest: Celebrating Diversity and Community Unity," will greatly benefit the residents of Burnaby by creating an inclusive and engaging event that promotes cultural understanding and community cohesion. The program aims to involve and benefit a wide range of Burnaby residents. We anticipate the active participation and engagement of approximately 250-300 Burnaby residents, representing diverse backgrounds and age groups. Through interactive activities, cultural showcases, educational workshops, and community dialogue, residents will have the opportunity to learn about Eid al-Adha and the traditions associated with it, fostering mutual respect and appreciation. The event will serve as a platform for social interaction, networking, and building lasting connections among 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

Eid Fest: Celebrating Diversity and Community Unity

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

Civic Square (6100 Willingdon Ave)

3. PROJECT/EVENT/PROGRAM START DATE

2023-06-30

4. PROJECT/EVENT/PROGRAM END DATE

2023-06-30

SECTION D: PURPOSE OF BENEFIT*

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

Our purpose is to promote cultural inclusivity, foster community cohesion, and enhance social well-being among residents of Burnaby. We aim to create a vibrant and engaging event that celebrates the religious and cultural significance of Eid al-Adha, while providing an opportunity for individuals from diverse backgrounds to come together, learn from one another, and build meaningful connections.

Through this event, we aim to achieve the following objectives: cultural exchange, community integration, education and awareness, a family-friendly environment, and celebration of diversity.

By achieving these goals, "Eid Fest: Celebrating Diversity and Community Unity" will contribute to the social well-being, inclusivity, and harmony of Burnaby residents, making it a stronger and more vibrant community for all.

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

To promote active participation, we will organize friendly sports competitions like soccer and volleyball, encouraging teamwork and friendly competition. A delicious food market will offer a wide array of culinary delights from different cultures, allowing participants to savor and appreciate diverse cuisines. Family-friendly activities will include face painting, storytelling sessions, and interactive games, providing entertainment and creating a joyful atmosphere for children and their parents. A raffle draw will be held, providing an opportunity for attendees to win prizes and further enhance their experience. Additionally, we will facilitate networking opportunities, where community members can engage in meaningful conversations, share experiences, and forge new friendships. Information booths will provide resources on settlement services, educational opportunities, and community organizations, offering valuable support to newcomers.

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 project aligns with the Official Community Plan of Burnaby by promoting social sustainability and inclusivity. It enhances community well-being by providing opportunities for cultural exchange and celebrating diversity. In terms of the Economic Development Strategy, the event supports local businesses through a food market and showcases local products and services. We also consider environmental sustainability by promoting eco-friendly practices such as waste reduction and energy conservation. Overall, our project aligns with the community's vision of social and economic development while contributing to environmental sustainability goals. It fosters a sense of community, supports the local economy, and encourages sustainable behavior, benefiting the residents of Burnaby.

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.

Our community partners and stakeholders for this project include local cultural organizations such as the Afghan, Turkish, and Hizmet communities. These organizations play a vital role in preserving and promoting their respective cultures. Additionally, we have engaged youth groups from MOSAIC, an organization dedicated to empowering immigrant and refugee youth. Furthermore, we have formed partnerships with local businesses, including Mosaic Art & Studio, Pizza Art, Pizza Pietra, PiCaDo, Discount Carpet & Flooring, Van Flooring, and Umbrella Coop. The involvement of these community partners and stakeholders reflects a collaborative effort to celebrate diversity, foster community connections, and support local businesses, aligning with our goal of creating a vibrant and inclusive event.

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 have developed alternative strategies to make up the difference and ensure the successful execution of the event. Firstly, we would actively pursue additional funding opportunities from other sources, such as local businesses, community foundations, and sponsorships. By expanding our fundraising efforts and engaging in targeted outreach, we aim to secure additional financial support to bridge the funding gap. Additionally, we would assess the feasibility of scaling down certain aspects of the event, such as adjusting the scope of activities or seeking cost-effective alternatives for logistics and supplies. Moreover, we would explore potential collaborations and partnerships with other community organizations to share resources and reduce costs. By leveraging existing networks and fostering collaboration, we can maximize the impact of the event within the allocated budget or with partial funding from the City.

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 will know if our event has reached its goals by evaluating the number of participants who attended, the feedback we receive from attendees, and the impact we have on the community. Our goal is to have 250-300 participants, and we will keep track of attendance to ensure we meet this goal. We will also collect feedback from attendees through surveys and direct feedback. We will use this information to evaluate the success of our activities and the overall event. In terms of impact on the community, we will look at how well our event aligns with the City of Burnaby's Official Community Plan. Specifically, we will look at how we have supported social sustainability by creating a space for cultural exchange and community building, and how we have supported economic development by partnering with local businesses. Overall, we believe that the success of our event will be demonstrated by a positive impact on the community, as well as high levels of participant satisfaction and engagement.

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

We collect various data and feedback from our audience/participants to evaluate our programs and services. This includes demographic information, attendance numbers, participant surveys, and feedback forms. Through surveys, we gather feedback on participant satisfaction, overall experience, and specific program elements. We also track metrics such as the number of individuals engaged, their level of participation, and any changes in knowledge, skills, or attitudes resulting from the program. To evaluate our programs and services, we analyze the collected data, looking for patterns, trends, and areas of improvement. We assess participant feedback to identify strengths and areas for enhancement. Additionally, we compare our program outcomes with the initial goals and objectives set forth. This evaluation process allows us to make informed decisions, refine our offerings, and ensure that we continue to meet the needs and expectations of our audience.



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...)	19		16		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	0		10		
DONATIONS AND SPONSORSHIPS (CASH)	68		56		
DONATIONS AND SPONSORSHIPS (IN-KIND)	13		10		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	0		8		
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 are planning multiple revenue streams for ensuring our working capital. Please see our prospective 2023 budget on Section H for details.					
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	\$ 24,925.00
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					
Help immigrant residents of Burnaby meet their basic needs by providing them with a source of information, a multilingual website.					
DESCRIPTION					
It is imperative that everyone in the city should live a life of dignity that is achieved with economic security and support for healthy living. However, with half of Burnaby residents being immigrants, 55% being visible minorities, and over 100 languages spoken in Burnaby homes, it casts a challenge towards achieving this type of life. That's why we want to provide a platform for these people to self-sufficiently remove the barriers towards meeting their basic needs. Therefore, we are building a website with multiple language support. Visitors can find answers to any settlement-related questions they might have, whether about opening a bank account or preparing a resume. The information presented consists of eight main topics, and each department is responsible for creating and maintaining up-to-date information. Visitors can also request a service/event or propose an event. Within this year, we are planning the platform to fully operate in English and Turkish.					

GOAL 2

Assist the settlement and integration of newcomers to Burnaby with the services we provide.

DESCRIPTION

Burnaby's population has become significantly more culturally diversified over the recent years, and it is expected to continue this way. It has enhanced and improved the community's social fabric while also posing difficulties in terms of language, settlement, and integration of immigrants. That's why we need to ensure their settlement and integration, and we aim to do that with the direct services we provide to our clients. Our services are grouped under eight primary needs represented by eight departments: documentation aid, food & clothing, health care, housing assistance, employment assistance, education support, dialogue & integration, and seniors & special assistance. Clients can request a service by calling or emailing us, sending us an email, or through our website. Within this year, we plan to continue operating in English and Turkish while receiving assistance from our volunteers for requests in other languages.

GOAL 3

Raise awareness of the value of volunteering among youth and newcomers to Burnaby by creating an online volunteer portal they can use

DESCRIPTION

The majority of CentreCanada's strength is coming from its volunteers. Due to our young and non-profit nature, most of our services are provided by volunteers who believe in what we do. Therefore, we are trying to move to an established management system where the tasks for each personnel are straightforward rather than operating in an analog fashion. We are launching an online portal where everyone who has a role in the organization can see and do their assigned tasks. It has three primary user types: department supervisors, sub-department coordinators, and volunteers. When the client makes a service request, it directly shows up on the coordinator's portal. The coordinator can filter the volunteers according to the need and assign the request to a volunteer. The volunteer accepts the request and writes the details of how the client was helped to prepare a report and see their volunteer hours. The supervisor oversees all the activities.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	47	74
VOLUNTEER HOURS PER YEAR	492	560
NUMBER OF VOTING MEMBERS	11	11

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.

As a settlement organization whose mission is to help people from diverse backgrounds, inclusivity is our top priority. Service accessibility is also our priority. To achieve this, we are providing services not only free of charge but also through several platforms- on the phone, through online platforms, and in person. Clients can request assistance through multiple channels, whether it is by calling, sending an email, or through our website. We are also operating in various languages. An example of our service: once we have received a phone call telling us that they need help in Mandarin. After connecting her with one of our Mandarin-speaking volunteers for needs' assessment, we learned that the client wasn't comfortable with her English and wanted to improve it. We accepted her in our English class for adults according to her results in the placement test. Now, she is one of our most successful students/clients and is not afraid of making conversations in English.

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

 Yes No

2. IF YES, WHAT COVERAGE?

We have commercial general liability insurance that covers bodily injury and property damage liability occurrences, products and completed operations, tenants' legal liability, non-owned automobiles, and medical expenses.

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

We will recognize the City's support in all promotional materials, including but not limited to brochures, flyers, posters, advertisements, websites, news releases, signs, etc. We will include the City of Burnaby's logo per the Logo Usage Guide for Community Grant Program.



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 <input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2023-2024
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 New Horizons for Seniors	0	15000	Y	Program for seniors
2 Summer Jobs	0	48000	Y	Employment for summer school
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Grants	0	0	N	N/A
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby Grants	0	9925	N	Operating grant (Pending)
2 City of Burnaby Grants	0	1500	N	Programming grant (Pending)
3 City of Burnaby Grants	0	1500	N	Fee waiver (Pending)
SPONSORSHIP (SPECIFY)				
1 Turkish Community	5000	10000	Y	Contributions from the community
2 Local businesses	3000	6000	Y	Contributions from the businesses
3				
EARNED REVENUE				
1 Summer School	24000	36000	N	Registration fees (Pending)
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	120495	150000	Y	Individual contributions
IN-KIND SOURCES	24227	25000	Y	Individual contributions
INVESTMENT INCOME	0	0	N/A	N/A
OTHER SOURCES (SPECIFY)				
1 Discounts/Refunds	11000	0	N/A	Discounts and refunds
2				
3				
TOTAL REVENUE	187722	312925	N	Pending



COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	106940	150000	Payroll payments
OFFICE SUPPLIES & EXPENSES	3457	10500	Office supplies
PROGRAM & EVENT SUPPLIES	14380	68500	Summer school, festival
ADVERTISING & PROMOTION	1552	9200	Promotional materials
TRAVEL & VEHICLES EXPENSES	1195	2599	Travel reimbursements
INTEREST AND BANK CHARGES	762	750	Banking fees
LICENCES, MEMBERSHIPS, & DUES	5600	2500	Service subscriptions
OCCUPANCY COSTS	52800	52800	Rent and utilities
PROFESSIONAL & CONSULTING FEES	1093	12000	Accounting, software engineering
CAPITAL PURCHASES & IMPROVEMENTS	10367	2500	Office furniture
AMORTIZATION OF CAPITALIZED ASSETS	0	0	N/A
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	3108	3000	N/A
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	0	0	N/A
CITY SERVICES EXPENSES (SPECIFY)			
1 Facility rental	0	1500	For the summer event
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Maintenance	2250	3500	Cleaning, kitchen
2			
3			
4			
5			
TOTAL EXPENDITURES	203504	319349	
CURRENT SURPLUS (DEFICIT)	-15782	-6424	

Grant requests which come under the following broad headings will be considered:

A. General Grants

Eligible General Requests

1. General grants are awarded to defray a portion of costs for established (operating for at least one year) Burnaby based registered/incorporated non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities, as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy. The grant must be directed towards project/event/program and operating costs that directly benefit Burnaby residents.
2. Applicants must receive substantial revenue from other sources. Applicants may apply for up to one Operating Grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two Programming Grants (project/event/program) per year for total maximum (operating and programming) grants of \$25,000 per organization within the calendar year. Organizations operating from more than one location that provide programs, administration, and support services, may apply for one additional operating grant up to \$10,000, not subject to the \$25,000 maximum. All grant applications will be reviewed by the Executive Committee of Council, and are conditional on the availability of funding allocated for the respective year.

Operating Grants are provided to offset costs incurred to operate the organization, including:

- Salaries;
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies; and,
- Maintenance and repair costs.

Programming Grants are provided to offset the costs of delivering a specific project/event/program such as outreach initiatives, block parties, environmental and other community events. Programming Grants may also be provided through in-kind services from the City (i.e. printing services).

Ineligible General Requests

- I. General grants ARE NOT available to cover costs for past events.
- II. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- III. Organizations that provide funding to non-Burnaby based third party non-profit organizations.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for travel expenses only.

- I. The application must be made by a support organization.
- II. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams).
- III. Only players that are 1) competing in a championship tournament **outside of the Lower Mainland**, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for Provincial grant funding.
- IV. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship competitions for a team or individuals who are Provincial Champions.
- V. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team
- VI. Consideration will be given only for travel to a National or Western Canada Championship tournament. In the event that there is both a Western Canada and a National Championship tournament, only ONE event will be considered for funding.

C. Fee Waivers

Fee Waivers are provided to Burnaby-based non-profit organizations who are hosting an event at a City of Burnaby Civic Facility. The event date must be scheduled with City staff and coordinated with other bookings.

Eligible Requests

- For charitable initiatives, applicants must be Burnaby-based and provide details of their initiative on the application.
- Any fundraiser proceeds must support a municipal facility, project, or initiative which benefits Burnaby residents.
- Any golf tournament must be held in May, June, September or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants.
- To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the waiver.
- Non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

Grant Application Criteria and Guidelines

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A(1) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Tuesday at 4:45pm, three weeks prior to the scheduled Executive Committee of Council meeting week. Committee meeting dates and grant application deadlines are available on the Committee's webpage at burnaby.ca.
4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
5. Program grant funds must be used for costs associated with executing the project/event/program, not for planning the project/event/program.
6. Applicants for General Operating Grants are not required to complete sections C, D, and E of the application (marked by an asterisk *).
7. Applicants for Recreational Sport Grants are not required to complete sections F and H of the application (marked by two asterisks **).

Grant Approval

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded. If a grant request is denied, applicants cannot re-apply for the same grant request until the following calendar year. Changing the grant request amount does not constitute a new application.




COMMUNITY GRANT APPLICATION

DECLARATION

This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;
- The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgment is provided by using the City of Burnaby logo in accordance with prescribed standards; and,
- The organization acknowledges that its Community Grant Application is a public record and may be published on the City's website. Personal information (i.e., telephone numbers and e-mail address) are redacted prior to the publication.

SIGNATURE 	TITLE Community Engagement Coordinator
PRINT NAME Yukiko Nishikawa	DATE (YYYY-MM-DD) 2023-04-29

SIGNATURE 	TITLE Event Coordinator
PRINT NAME Yumi Li	DATE (YYYY-MM-DD) 2023-04-29

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?"

During the past two seasons of Nikkei Garden Farmers Market, about half of the attendees were residents of Burnaby. In 2021, we hosted a total of 10,000 guests, and in 2022, we had over 15,000 visitors. We make an effort to collaborate with non-profit organizations based in Burnaby, such as the Burnaby Art Council and an electric recycling non-profit organization. This year, we plan to partner with student groups from SFU and BCIT and possibly with the City of Burnaby (Emergency Management department) at the farmers market or at other events. Our community booth aims to educate visitors, and we prioritize working with Burnaby-based organizations and groups to provide them with the opportunity to participate in the market's activities.

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 Nikkei Garden Farmers Market	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 6688 Southoaks Crescent, Burnaby, BC V5E 4M7	
3. PROJECT/EVENT/PROGRAM START DATE 2023-06-11	4. PROJECT/EVENT/PROGRAM END DATE 2023-10-22

SECTION D: PURPOSE OF BENEFIT*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM The market was established in 2021 to engage with the local community, support local businesses, promote sustainability, and contribute to building healthier communities. Located in the heart of Burnaby, the market offers a wide array of Japanese and Japanese-inspired food and goods for visitors to indulge in. The Nikkei Garden Farmers Market owes its existence to all of the vendors, volunteers, and guests who have come out to support them and each other. We want to explore and exemplify healthy and sustainable food systems by hosting a seasonal, bi-weekly market that supports the local food economy and increases food sustainability literacy within Burnaby and the broader Lower Mainland community. Our goal is to continue working to create a thriving community.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Nikkei Garden Farmers Market is a Farmers Market that is held in our Japanese Garden as well as at the Nikkei National Museum & Cultural Centre (a non-profit BIPOC organization) in Burnaby. It will be held on every 2nd and 4th Sunday between June and October. Depending on the event dates and their proximities to commonly celebrated holidays, some of these days may also be themed (i.e. Tanabata, or Halloween) We have around 40 vendors in rotation to exhibit every event day, situated all around our building and open to all local residents and visitors. For the children we also have volunteers who will engage in kid's 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):

Social Sustainability: We work with our local businesses and farmers to offer a place to gather. We aim to connect with the community, support local businesses, promote sustainability, and contribute to building healthier communities. **Economic Development Strategy:** We aim to contribute to the healthy and livable community by offering a place to gather. Our farmers market, as well as other programs that we offer at the centre, are all accessible and inclusive to everyone regardless. **Economic Development Strategy:** We owe our existence to all our vendors, volunteers, and guests who have come out to support the market and each other. Our market continues working tirelessly to create a more vibrant and thriving 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.

British Columbia Association of Farmers' Markets (BCAFM) - Supporting letter to be submitted
 SFU Anime Club - Community Booth
 BCIT Anime - Community Booth
 Electronic Recycling Association - Community Booth
 Telus - Supporting Children Booth
 Tonari Gumi - local non-profit organization vendor

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?

In the event that the requested amount is not granted in full, we may need to prioritize which fees to cut. We cannot reduce certain fees, such as those associated with volunteers and labour, but may consider reducing promotion and supply fees.

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)

In order to connect with the community, support local businesses, promote sustainability, and contribute to building healthier communities, we conduct an in-person interactive survey to monitor the number of attendees and also gather feedback directly through conversations. This approach has proven effective in understanding the needs of all participants, including vendors, guests, volunteers, and community booth partners. By using this feedback, we can evaluate the market and make necessary improvements to enhance the event for future years.

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

At our market, we collect information from various sources. We record the location of our guests, gather sales reports and market insights from vendors, and receive feedback on audience engagement from community booth presenters and performers. We carefully evaluate each market and make improvements accordingly.



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...)	24		28		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	32		17		
DONATIONS AND SPONSORSHIPS (CASH)	45		52		
DONATIONS AND SPONSORSHIPS (IN-KIND)			4		
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.					
Our organization seeks to increase revenue and engage with the local community by offering cultural programs and events. We apply for available grants and also rent out our venue to the general public to help cover operational costs.					
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			\$ 15,000.00		
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 honour, preserve and share the history and heritage of Japanese Canadians and Japanese culture in Canada					
DESCRIPTION					
As a nationally recognized museum, we commit to offering a gathering place that bridges Japanese and Canadian arts, culture and history, fostering pride in our heritage and a strong multicultural Canada.					

GOAL 2
Demonstrate commitment to diversity and inclusion.

DESCRIPTION
We recognize that our identities are diverse and influenced by culture, circumstance, and choice. Many of us have multiple identities that intersect with histories of exclusion or injustice. We are here to learn, educate and grow together.

GOAL 3
Be a community hub

DESCRIPTION
As a community hub, we continued to provide a public space that brings together community agencies, young to senior individuals and regardless of their sex orientation as well as neighbourhood groups to provide a variety of activities, programmes, events and services.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	192	279
VOLUNTEER HOURS PER YEAR	3,244	6,903
NUMBER OF VOTING MEMBERS	322	364

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.

At Nikkei National Museum & Cultural Centre, our programs are all accessible and inclusive to everyone regardless of their sexual orientation, gender identity, and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; education; income; or, geography. The centre is wheelchair accessible, with free underground and street parking. We are close to bus stops and rapid transit (Skytrain) stations along major routes connecting Vancouver, Burnaby, New Westminster and Surrey. There are three floors at the NNMCC including the underground parking, which are all accessible by stairwell and elevator. Staff and volunteers are available to assist in both English and Japanese, and clear signage is available throughout the centre.

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes

No

2. IF YES, WHAT COVERAGE?

Events, programs, exhibitions and our collections and the building.

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

We will recognize the city of Burnaby's contribution on our website, printed materials, and social media platforms.



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 <input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2022-2023
3. MONTH FISCAL YEAR BEGINS April

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	314265	61048		See financial statement, page 14
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1	263041	136250		
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1	5000	20000		
2				
3				
SPONSORSHIP (SPECIFY)				
1 memberships & other	43549			
2 NPF contribution	52402			
3				
EARNED REVENUE				
1 rental	196720	741600		
2 school/centre programs	56574			
3 museum sales	75675			
FUNDRAISING (NET REVENUE)	56734	76000		
INDIVIDUAL DONATIONS	1038689	254740		
IN-KIND SOURCES	86194			
INVESTMENT INCOME		3000		
OTHER SOURCES (SPECIFY)				
1 other grant	102070	23500		
2 gov wage subsidy	158011	0		
3 others	38246			
TOTAL REVENUE	2487170	1316138		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	792531	842660	
OFFICE SUPPLIES & EXPENSES	33158	28310	
PROGRAM & EVENT SUPPLIES	28764	55400	
ADVERTISING & PROMOTION	1972	5280	
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES	25727	42588	
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS		120280	
PROFESSIONAL & CONSULTING FEES	41083	53460	
CAPITAL PURCHASES & IMPROVEMENTS	62746		
AMORTIZATION OF CAPITALIZED ASSETS	173700	170000	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	22366	19000	
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1 utilities	87246	87804	
2 property tax	36728	36000	
3			
OTHER EXPENSES (SPECIFY)			
1 museum	210682	53950	
2 museum shop	41356	29000	
3 insurance	25936	25920	
4 repairs and maintenance	68115		
5 others	6502		
TOTAL EXPENDITURES	1658612	1569652	
CURRENT SURPLUS (DEFICIT)	828558	-253514	

Your Grant Application is Important

Please be as thorough as possible in the completion of the grant application to ensure that your application is not delayed or denied consideration while additional information is being obtained.

Submission Process

- Grant application forms **MUST** be completed in full and be legible.
- Incomplete applications will be returned to the applicant for completion and re-submission for consideration.
- Please EMAIL an ELECTRONIC VERSION of the COMPLETE Grant Application Package (including attachments of supporting materials) to: clerks@burnaby.ca.
- **The grant application MUST include the organization's operational budget for the current year and accountant prepared or official financial statements for the last complete year of operations.**
- Any additional or supplemental information may be included with the application at the time of submission. Applicants are not required to submit additional or supplemental information for their application to be considered.
- For more information please call 604-294-7294 or email clerks@burnaby.ca.