

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 <i>R. Robins</i>	TITLE Board Treasurer
PRINT NAME Richard Robins	DATE (YYYY-MM-DD) 2023/05/08

SIGNATURE <i>M. Steinkampf</i>	TITLE Executive Director
PRINT NAME Mark Steinkampf	DATE (YYYY-MM-DD) 2023/05/08

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Odd Squad Productions Society		
2. ORGANIZATION STREET ADDRESS 5487 Lane Street, Burnaby, BC V5H 2H4		
3. WEBSITE (IF APPLICABLE) www.oddsquad.com		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Mark Steinkampf	PHONE 6047804760	EMAIL marksteinkampf@gmail.com
5. ALTERNATIVE CONTACT PERSON		
NAME Cindy Morrison	PHONE 6043176392	EMAIL cindy@oddsquad.com

6. APPLICANT TYPE		
<input type="checkbox"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="checkbox"/> REGISTERED CHARITY	CHARITABLE NO 864923354RR0001	
<input type="checkbox"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="checkbox"/> SPORT OR RECREATION ORGANIZATION		
<input type="checkbox"/> OTHER	SPECIFY	

SECTION B: GRANT INFORMATION

1. ARE YOU? <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Returning Applicant	
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input checked="" type="checkbox"/> General Grant (Operating) <input type="checkbox"/> General Grant (Programming) <input type="checkbox"/> Recreational Sport Grant <input type="checkbox"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: 10000 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. 395000	
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. Odd Squad Productions Society relocated our charity to Burnaby in 2019 (from the DTES), however, this is the first time we are submitting an application.	

6. IF YOU ARE APPLYING FOR A GENERAL OPERATING GRANT, DESCRIBE HOW THIS GRANT WILL BE USED TO OFFSET COSTS INCURRED TO OPERATE THE ORGANIZATION. PLEASE DETAIL THE NATURE OF OPERATING EXPENSES (SALARY, LEASE, UTILITIES, ETC.) AND SPECIFY THE TIME PERIOD DURING WHICH THE GRANT WILL BE USED.

This funding request is to help offset the costs of staff salaries, utilities, security system, maintenance supplies, and liability insurance needed up to our fiscal year end of August 31. The annual cost for these items is \$395,000, between July and August the cost will be \$65,833, this funding would directly decrease these costs.

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?"

Odd Squad Productions Society is committed to creating safer communities by providing youth and community partners with prevention education surrounding the perils of drug use, gang recruitment and criminal activity. Through a combination of documentary films and class presentations, Odd Squad helps guide youth towards making healthy choices, while incorporating a physical literacy component (judo). Odd Squad has expanded to include woodworking, film and edit skills; Duke of Edinburgh awards and weekly summer camps.

Each year approximately 150-175 Burnaby residents benefit from our programs.

Applicants for **General Operating Grants** are not required to complete sections **C, D, and E** (marked with an asterisk *)

SECTION C: THE PROJECT/EVENT/PROGRAM*

1. NAME OF THE PROJECT/EVENT/PROGRAM	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION)	
3. PROJECT/EVENT/PROGRAM START DATE	4. PROJECT/EVENT/PROGRAM END DATE

SECTION D: PURPOSE OF BENEFIT*

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

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](#)):

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.

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?

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)

2. WHAT DATA AND FEEDBACK DO YOU COLLECT FROM YOUR AUDIENCE/PARTICIPANTS? HOW DO YOU EVALUATE YOUR PROGRAMS AND 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...)	19			11	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	11			18	
DONATIONS AND SPONSORSHIPS (CASH)	58			60	
DONATIONS AND SPONSORSHIPS (IN-KIND)	8			7	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	4			4	
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 have applied to the Recovery & Resiliency Fund through the Vancouver Foundation We anticipate applying for BC Gaming programming and Capital grants in July/August 2023 Hosting a fundraising golf tournament in June Currently working with the Washington Kids Foundation and the Diamond Foundation for multi-year funding Film projects that provide cash flow</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					
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	0	0	38000	38000	38000
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1 Provide drug and gang prevention programs.</p>					
<p>DESCRIPTION Odd Squad provides drug and gang prevention programs for youth hosted on-site at our location and is available to present at local schools and community groups. We incorporate judo as a physical literacy component to further connect youth to the goal of living a drug-free and crime-free lifestyle. Odd Squad is expanding the judo program in September to engage more Burnaby youth.</p> <p>Odd Squad is currently preparing a 13 - week Drug Awareness campaign that will be rolled out on social media by youth influencers to further educate the public on the perils of drug-use and addiction.</p>					

GOAL 2
To hire a Corporate Relations Director

DESCRIPTION
As a volunteer-driven charity, we rely on the generous donation of time and skill from many Odd Squad Members. Since relocating to Burnaby, we have turned what was once a warehouse into a youth facility by installing a world-class judo floor, a classroom, two edit suites (for film development) and a broadcast studio that created an opportunity for Odd Squad to connect virtually with youth, educators and community partners throughout the pandemic. With our recent growth, it became abundantly clear that we needed to hire a development expert to bring our charity to the next level.

In April we successfully hired a Corporate Relations Director.

GOAL 3
To develop a succession plan

DESCRIPTION
Odd Squad was founded in 1997, several of the founders are still involved today. However, we understand the importance of building for the future. With our Judo program expansion in September, we will need to identify additional instructors to ensure success, we continue to develop several film editing candidates, and recruitment of drug and gang specialists to assist with presentations.

It is always exciting to encounter youth that come through one of our programs that show a keen interest in continuing to connect with Odd Squad by developing their skills in judo, film editing, or presentation.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	98	123
VOLUNTEER HOURS PER YEAR	12000	15000
NUMBER OF VOTING MEMBERS	50	50

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.

We embrace equity, diversity and inclusion and our programs are open to all regardless of gender, sexual orientation, cultural identity or skin colour. We provide an all-female judo program to enhance the experience for women who may not be comfortable in a co-ed class. We have a blind athlete that participates in this class.

Last year the Burnaby Now newspaper ran an article highlighting how Odd Squads' diversity and inclusion commitment created a safe environment for two recent youth immigrants, one from Russia and the other from the Ukraine to work side by side.

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes No

2. IF YES, WHAT COVERAGE?

5 million coverage

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

Odd Squad Productions Society is happy to work with the City of Burnaby to tailor a stewardship piece that works best. We will announce the donation on our social media channels, add the City of Burnaby logo to our website as a supporter, and continue to invite the mayor and council to events hosted at the Odd Squad location.

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

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	34348	34348	N	Student Employment Program
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming Capital	43825	0	N	
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1	0	0	N	
2				
3				
SPONSORSHIP (SPECIFY)				
1	0	0	N	
2				
3				
EARNED REVENUE				
1 Film Production		125000		
2 Fees	30000	30000		Physical Literacy (Judo)
3				
FUNDRAISING (NET REVENUE)				
	551787	425000		Partially secured
INDIVIDUAL DONATIONS				
	18716	20000	N	Security/Rent
IN-KIND SOURCES				
	78000	78000	Y	Security/Rent
INVESTMENT INCOME				
	0	0	N	
OTHER SOURCES (SPECIFY)				
1 Interest Income	11.33	50	Y	
2				
3				
TOTAL REVENUE	756687.33	712398		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	204238	355000	Hiring a development manager
OFFICE SUPPLIES & EXPENSES	20928	15000	
PROGRAM & EVENT SUPPLIES	12888	10000	Presentations/Conferences
ADVERTISING & PROMOTION	12086	10000	
TRAVEL & VEHICLES EXPENSES	8621	5000	Insurance, gas
INTEREST AND BANK CHARGES	559	500	
LICENCES, MEMBERSHIPS, & DUES	4818	1000	Decreases membership fees
OCCUPANCY COSTS	82266	136000	Facility Improvements
PROFESSIONAL & CONSULTING FEES	113096	45000	Will decrease with new hire
CAPITAL PURCHASES & IMPROVEMENTS	34613	15000	Based on funding received
AMORTIZATION OF CAPITALIZED ASSETS	75935	55000	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	0	0	
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	2079	5000	
CITY SERVICES EXPENSES (SPECIFY)	0	0	
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Insurance	12575	15000	
2 Utilities	7890	10000	
3			
4			
5			
TOTAL EXPENDITURES	592592	677500	
CURRENT SURPLUS (DEFICIT)	164095.32999999996	34898	