

Parks, Recreation & Culture  
Administration Office

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2025 February 12

63000-01

*Reference: Playground Grants*

Dear Parent, Advisory Chair, and Principal:

**SUBJECT: CITY OF BURNABY PARKS, RECREATION AND CULTURE  
PLAYGROUND GRANTS**

The City of Burnaby is providing Playground Development Grants in 2025 to recognize the fundraising efforts of Burnaby parents and Parent Advisory Councils (“PACs”) to improve the play experience at school playgrounds. The City recognizes that physical activity is essential to the health and well-being of children and that the community benefits from the use of school playgrounds. Formerly these grants were approved by the Parks, Recreation and Culture Commission which has been dissolved. Going forward the grants will be administered and issued by the Burnaby Parks, Recreation and Culture Department. There are three grants valued at \$4,000 each. The criteria and application process are as follows:

Criteria:

- The playground development project is initiated and cost-shared by a parent group and the Burnaby School Board.
- The Playground Development Grant will provide matching funds up to a maximum of \$4,000.
- The parent group must have 50% of the project cost raised at the time of application, with the remainder of the funding for the project in place or close to being finalized.
- The grant can be used for play equipment (including seating adjacent to the play area) and/or the purchase and planting of trees or shrubs for the playground area, or garden projects.
- The play equipment must be accessible to the public.
- The parent group may request a grant once every four years.
- Parks, Recreation and Culture staff will be allowed input into the design process if requested.
- Include a letter of support for the project from the Burnaby School Board, indicating they approve the project and confirm installation of the playground is planned within 12 months of the grant approval.
- The parent group may contact Deanna Azzara to arrange for the letter of support ([deanna.azzara@burnabyschools.ca](mailto:deanna.azzara@burnabyschools.ca))

Application Process:

- Playground Development Grants are only available if approved in the City of Burnaby's Annual Capital Budget.
- Applications will be received starting at noon on March 14, 2025, and will continue to be considered on a first-come, first-served basis until either all the grants have been awarded or until December 01, 2025.
- Once the grants have been allocated for the year no waitlist will be kept.
- Apply by sending a letter of application that includes: the name of the school, a contact person for the parent group, a description of the project, and how the project meets the grant criteria as indicated above.
- Send the letter of application via email to [parksrecandculture@burnaby.ca](mailto:parksrecandculture@burnaby.ca).

Please contact me if you have any questions about the Playground Development Grant criteria and application process.

Regards,

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