

**TO:** MAYOR & COUNCIL  
**FROM:** EXECUTIVE COMMITTEE OF COUNCIL  
**SUBJECT:** **COMMUNITY GRANT APPLICATIONS (23.63.P-23.64.P)**  
**PURPOSE:** To seek Council approval of Community Grant applications received in October 2023.

## RECOMMENDATION

**THAT** the following Programing Grant applications received in October 2023 be approved as follows:

- 23.63.P – Burnaby Hospital Foundation for their For the Love of Burnaby Campaign - \$5,000 In-Kind; and
- 23.64.P – Burnaby Minor Hockey Association for the 16<sup>th</sup> Annual Female Hockey Remembrance Day Tournament - \$16,800.

## 1.0 POLICY SECTION

The provision of community grants is aligned with the following Council-adopted policies, plans, and strategies: *Burnaby Economic Development Strategy* (2007); *Social Sustainability Strategy* (2011), and the *Corporate Strategic Plan* (2017) that identifies the importance of a sense of belonging, inclusion, and high quality of life.

## 2.0 BACKGROUND

The Executive Committee of Council, at its Open meeting held on November 1, 2023, received two staff reports outlining Community Grant applications received in October 2023 and adopted the recommendations as noted above. This report seeks Council approval of the Community Grants as recommended.

### 2.1 Operating Grant

An operating grant may be requested for the purpose of offsetting operating costs including salaries, lease or rent payments, utilities, insurance, office supplies and maintenance & repairs. A maximum of one (1) operating grant per year per organization, with a maximum of 25% of the organizations' annual budget to a maximum grant of \$10,000 can be provided to eligible organizations.

### 2.2 Program Grant

Program grants may be requested for the purpose of funding projects, events, and or programs, such as outreach initiatives, block parties, environmental and other community events that benefit Burnaby residents. In-kind services from the City may

also be granted under this category. A maximum of two (2) program grants are allowed per year.

### **2.3 Recreational Sport Grant**

Recreational Sport Grants may be requested by scheduled users of the Parks, Recreation and Culture facilities or representatives of Burnaby School District #41. The grant is available for Burnaby residents under the age of 21, competing in a championship tournament outside of the Lower Mainland. The contributions are 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

## **3.0 GENERAL INFORMATION**

### **3.1 COMMUNITY GRANT APPLICATIONS IN OCTOBER**

<b>23.63.P. Burnaby Hospital Foundation</b>	<b>Request: \$25,000 in-kind</b>
<i>Program: For the Love of Burnaby</i>	

Grant History:

- 2023 - \$ 5,000 in kind
- 2022 - \$10,000 in kind
- 2020 - \$10,000 in kind

An application was received from the Burnaby Hospital Foundation requesting an in-kind grant for services to assist with outdoor advertising in support of their For the Love of Burnaby Campaign taking place from February 7, 2024 to February 14, 2024. The fourth annual For the Love of Burnaby week is an opportunity for the community to show their love and support to health care workers and contribute to the Proud History, Bright Future Campaign. The event will highlight phase 2 of the Burnaby Hospital redevelopment and allows the Foundation to share medical staff stories, recognize donors of the campaign, and announce additional campaign gifts in honour of medical staff.

This request is submitted in 2023 for their 2024 campaign due to the lead time required for banner printing and placement as there is no Executive Committee of Council meeting in January 2024.

**23.64.P. Burnaby Minor Hockey Association** **Request: \$33,600**  
*Program: 16<sup>th</sup> Annual Female Hockey Remembrance Day Tournament*

Grant History:

- First time applicant

An application was received from Burnaby Minor Hockey Association requesting a programming grant to cover the cost of ice rental fees for their 16<sup>th</sup> Annual Female Hockey Remembrance Day Tournament, hosted by Burnaby Minor Female Wildcats Hockey and taking place at Scotia Barn. The tournament is the primary source of fund raising for female hockey in Burnaby and funds raised go to the Burnaby female hockey program which has grown to over 300 female players. As the tournament takes place over Remembrance Day the association undertakes to raise awareness and pay tribute to veterans by creating a “Wall for Peace” display, poppy crafts and message cards from players asking for peace, & words of thanks to veterans. In addition, tournament organizers engage the Royal Canadian Legion to have poppy tins onsite. It is noted that the amount requested exceeds the maximum allowable annual total grant amount of \$25,000.

#### **4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Successful applicants of the Community Grant program must acknowledge the City’s financial assistance on all the program’s communications and promotional materials, including brochures, posters, advertisements, websites, news releases, signs, etc.

#### **5.0 FINANCIAL CONSIDERATIONS**

Grants are funded through the Community Grants Program. Current budget allocations and balance remaining as of this report date are detailed below.

Community Grants 2023 Budget		Allocated (as of October 1, 2023)	Balance Remaining
Operating	\$100,000	\$128,500	\$-28,500
Programming	\$300,000	\$173,136	\$126,864
<b>Total</b>	<b>\$400,000</b>	<b>\$301,636</b>	<b>\$98,364</b>

On behalf of the Executive Committee of Council,

Councillor Sav Dhaliwal, Chair

Councillor Richard Lee Vice Chair

## **ATTACHMENTS**

Attachment 1 – 23.63.P Burnaby Hospital Foundation – For the Love of Burnaby

Attachment 2 – 23.64.P Burnaby Minor Hockey Association – 16<sup>th</sup> Annual  
Remembrance Day Tournament

***Confidentiality Notice:*** *Attachments 1 and 2 are not publicly available as per section 21 of the Freedom of Information and Protection of Privacy Act.*

## **REPORT CONTRIBUTORS**

This report was prepared by Kathryn Matts, Administrative Officer 2, and reviewed by Blanka Zeinabova, Senior Manager Legislative Services.



## COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Hospital Foundation		
2. ORGANIZATION STREET ADDRESS 3935 Kincaid St. Burnaby, BC, V5G2X6		
3. WEBSITE (IF APPLICABLE) www.bhfoundation.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Cleigh Ripley	PHONE (604) 431-2850	EMAIL cleigh.ripley@bhfoundation.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Danielle Sleiman	PHONE (778) 865-9952	EMAIL danielle.sleiman@bhfoundation.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 10681 9295 RR 0001	
<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:	
<input checked="" type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 25,000.00	
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	



## COMMUNITY GRANT 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.

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 ORGANIZATION'S 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?

Proceeds from our week long event will support the highest priority needs at Burnaby Hospital, including the two-phase redevelopment of our hospital. This campus redevelopment will significantly expand the services available for patients and families and boost the number of beds by almost 50 percent. When the redevelopment is complete, the hospital campus will also have two new patient care towers focusing on four services that are critically important for local families: emergency, surgery, maternity and mental health and a cancer treatment center. Burnaby Hospital serves over 200,000 patients each year. Support from this event will help us provide essential care to save lives and help members of our community return to health and wellness and promote the importance of a new hospital in our community.

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

## SECTION C: THE PROJECT/EVENT/PROGRAM\*

1. NAME OF THE PROJECT/EVENT/PROGRAM

For the Love of Burnaby

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

Burnaby

3. PROJECT/EVENT/PROGRAM START DATE

2024-02-07

4. PROJECT/EVENT/PROGRAM END DATE

2024-02-14

## SECTION D: PURPOSE OF BENEFIT\*

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

For the week leading up to Valentine's Day, we are showing our love for our community hospital, and the amazing health care workers serving our community each and every day. In honour of their commitment and dedication to local health care, we are raising funds in support the Proud History, Bright Future Campaign to transform the Burnaby Hospital into a state-of-the art health care campus.

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

Burnaby Hospital Foundation is excited for the third annual For the Love of Burnaby week commencing on Wednesday, February 7 running through to Wednesday, February 14. This is an opportunity for the community to show their love and support of our health care heroes, and contribute to the Proud History, Bright Future Campaign to transform Burnaby Hospital from a beloved community hospital into a state-of-the art health care facility that will meet the growing needs of Burnaby and surrounding neighbourhoods for generations to come. This week-long event also provides the Foundation with the opportunity to share medical staff stories and profiles, recognize major donors of the redevelopment campaign, and announce additional campaign gifts in honour of our medical staff.



## COMMUNITY GRANT APPLICATION

**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):**

Burnaby Hospital Foundation and this event align with the City of Burnaby's Social Sustainability Plan as the plan is "all about people - individuals and the community working together to meet their needs, realize their potential and prosper in a health environment and improve the quality of life for all its citizens." Burnaby Hospital Foundation has been the fundraising organization supporting Burnaby Hospital since 1982. We are the community's trusted partner, shaping the future of health care through ground-breaking innovation. With the support of forward-thinking organizations and individual donors, we put state-of-the-art medical equipment and the best technology available into the hands of our dedicated health care professionals at Burnaby Hospital so that everyone in the community has access to effective healthcare close to home. This helps to advance the health of all generations that will help maintain the vibrancy of the entire 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.**

We are in the process of confirming our community partners and stakeholders for our event, however our general event audience is as follows:

1. General public (Burnaby/East Van),
2. Annual donors/Planned Giving donors (60 years +)
3. Internal stakeholders (medical staff, hospital staff)

**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?**

The gift(s) in-kind are considered supplementary to existing promotional efforts to help ensure the success of the event. If not approved, the Foundation would have to rely on more modest promotions and an event on a smaller scale.

**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)**

- Goal 1: Celebrate Burnaby hospital and medical staff. This will be achieved by sharing various hospital staff testimonials on our online platforms allowing us to share their stories.
- Goal 2: Increase financial support of the Proud History, Bright Future Campaign. This will be achieved by any incoming donations through community members and participants throughout the week long event.
- Goal 3: Develop relationships with new media partners and the community. This will be achieved by partnering with local businesses to help promote our event on various platforms such as radio, print media, digital, etc.

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

As this event will be hosted within the hospital and throughout the community. We will rely upon benchmarks set on digital channels to evaluate success of the event. After the completion of the event, the Foundation will go through a surveying review to evaluate the effectiveness of the campaign, our marketing & communications efforts and other awareness activities. This information will inform our future events and marketing activities.





## 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...)	6		2		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	3		2		
DONATIONS AND SPONSORSHIPS (CASH)	91		96		
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.

Burnaby Hospital Foundation has a diversified portfolio that includes support from many different community stakeholders through various giving vehicles, such as monthly giving, corporate partnerships, legacy giving, third party community events, individual giving and signature events. A few examples of our plan for diversification and increased revenue goals include building off the foundation of our Chinese Ambassador Society. We are working with an established network of volunteers and ambassadors with a current focus on the South Asian community to develop a South Asian Ambassador society. The launch of programs such as Plate it Forward and Round Up for Redevelopment focus on building relationships with our local community businesses to raise funds and awareness for hospital redevelopment.

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		\$ 25,000.00	\$ 25,000.00		
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER	\$ 1,000,000.00				

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

GOAL 1

Increase revenue for the redevelopment of the upgraded Burnaby Hospital to meet the healthcare needs of the community.

DESCRIPTION

- 1) Increase alignment with Burnaby Hospital and Health Services
- 2) Build Annual Campaign revenues to meet growing requirements (Hospital Redevelopment)
- 3) Meet program commitments





## COMMUNITY GRANT APPLICATION

**GOAL 2**

Grow Community Engagement and Brand Awareness

**DESCRIPTION**

- 1) Increase breadth and diversity of public awareness of, and approval for, the Foundation
- 2) Increase volunteer involvement in BHF activities
- 3) Implement effective government relations program
- 4) Increase the involvement of local businesses in Foundation activities

**GOAL 3**

Optimize Processes and Performance

**DESCRIPTION**

- 1) To maintain and achieve financial sustainability
- 2) Enhance operation effectiveness

**6. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	57	63
VOLUNTEER HOURS PER YEAR	415	430
NUMBER OF VOTING MEMBERS	12	13

**8. 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.**

Burnaby is an extremely diverse community and also has one of the largest senior populations in the province. To meet these giving trends we are focusing on 4 key areas: (1) building relationship with individuals; we have a strong major gift program that is focused on building relationship with donors and prospects, (2) connecting with youth; through youth driven activities and events - attending community events, (3) responding to the diversity; we are working to build relationships with different ethnic groups in our community - Chinese Ambassador Society, and (4) older donors; we are working to engage our older donors through direct mail, planned giving initiatives and a new legacy society member event, Generosi-Tea.



## COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

☒ Yes☐ No

2. IF YES, WHAT COVERAGE?

Our insurance covers liability up to \$10M.

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

A custom-tailored recognition plan could include, but not be limited to, recognition of the City on the event landing page (on bhfoundation.ca), acknowledgment on social media channels, as well as other promotional activities for the event.



## 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 2024-25
3. MONTH FISCAL YEAR BEGINS April 2024

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)	\$160.49	200	No	Candy Gram sales to staff
INDIVIDUAL DONATIONS				Coupons Donated
IN-KIND SOURCES	\$0	\$0	No	Coupons Donated
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
TOTAL REVENUE	160.49	200		



## COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE			
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES			
ADVERTISING & PROMOTION	25000	25000	Outdoor advertising (flagpoles)
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES		asdf	
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES			
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			asdf
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1		asdf	
2			
3			
4			
5			
TOTAL EXPENDITURES	25000	25000	
CURRENT SURPLUS (DEFICIT)	-24839.51	-24800	



## 23.64.P Burnaby Minor Hockey Association COMMUNITY GRANT APPLICATION

### SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Minor Hockey Association		
2. ORGANIZATION STREET ADDRESS 3676 Kensington Ave Burnaby BC V5B 4Z6 (due to Kensington Arena closed) Mail: PO BOX 44106 Burnaby BC V5B1S2		
3. WEBSITE (IF APPLICABLE) www.burnabymenor.com		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Cheryl Reesor	PHONE (778) 837-1151	EMAIL president@burnabymenor.com
5. ALTERNATIVE CONTACT PERSON		
NAME Rob Pritchard	PHONE (604) 992-1867	EMAIL treasurer@burnabymenor.com
6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S0010714	DATE OF INCORPORATION 2023-10-20
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" 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 type="radio"/> General Grant (Programming) <input checked="" type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: \$ 33,600.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 54,311.18	
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	



## 23.64.P Burnaby Minor Hockey Association COMMUNITY GRANT 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.

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?

N/A

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	
16th Annual Female Hockey Remembrance Day Tournament (RDT) - Hosted by Burnaby Minor Female Wildcats Hockey	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION)	
6501 Sprott St Burnaby BC V5B 3B8	
3. PROJECT/EVENT/PROGRAM START DATE	4. PROJECT/EVENT/PROGRAM END DATE
2023-10-20	2023-10-20

### SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM
RDT is the primary source of fund raising for female hockey in Burnaby. Funds raised go to the Burnaby female hockey program that has grown to 300+ female players. Funds go towards player and coach development, subsidizing ice rental costs, subsidizing ice allocation formulas not designed for smaller rosters of female teams, hiring professional coaches to bring the female hockey program on par with integrated/boys hockey.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES
Primary delivery is a recreational ice hockey tournament with a guaranteed number of preset games for each accepted team. Goals for the tournament while in progress are to provide a fun and energized atmosphere that makes female teams want to keep coming back. Part of the player experience includes Remembrance Day Education. We engage the ROyal Canadian LEgion to have poppy tins onsite. We have an Wall for Peace that girls makes poppy crafts and peace messages that are posted. Other onsite fund raising activities include raffle gift basket table (gaming license in place), Raffle 50/50 (gaming license in place). In past years we have also have a number of guest speakers to deliver education seminars like Concussion Awareness. We are not able to implement this year due to the Canalan Activity Room being booked for figure skating until the new areans come online.





## 23.64.P Burnaby Minor Hockey Association COMMUNITY GRANT APPLICATION

**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):**

RDT is the second largest sold-out female tournament in BC, second to Wickfest in Surrey (<https://www.wickfest.com/wickfest-returns-to-surrey-after-3-year-covid-hiatus/>). This tournament is in its 16th year. RDT consistently has maxed out at 55 teams registered since 2017. Volunteers managed to pull together the RDT for all but 1 year during Covid. This year the tournament is again hosting a total of 55 teams; 36 from across the Pacific Coast, and 16 travel teams from the Okanagan, Washington State, Whistler, Lillooette, Vancouver Island, the Yukon and many other places that require visitors to book hotels, visit local restaurants and enjoy other services and tourist destinations in Burnaby. The block of hotels reserved for out of town teams is sold out, maxing out at 255 booked rooms. The 23 teams waitlisted (if accepted into RDT) from Penticton, Vernon, Kamloops, Seattle & Chilliwack would also seek additional accommodations.

**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.**

Royal Canadian Legion Br# 83 - As a tournament named for "Remembrance" it's important to raise awareness & pay tribute to our veterans. In 2017 we truly transformed RDT by creating a "Wall for Peace" display, poppy crafts & message cards from players asking for peace, & words of thanks to our Veterans. We involved the legion for poppy sales, & Canlan has always supported by doing a moment of silence during the tournament. Messages & crafts some years were delivered to local seniors homes. Our youngest Wildcat players who are not eligible to play in the tournament, lay a wreath at the Cenotaph during the Remembrance Ceremony. The Royal Canadian Legion is a stakeholder in the tournament in terms of messaging, but not financial support. The tournament pays the legion \$50 for wreaths laid at the Cenotaph. Tourism Burnaby pays ~\$1500 to provide a photobooth. The Canucks send their mascot Finn. There are businesses who donate raffle baskets. There is no other financial support.

**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?**

The financial success or failure of the tournament is not dependant upon the grant, but girls hockey is. By supporting RDT this will put this all female tournament on par of the support for the Pat Quinn Classic. PQC is for the first time ever just now reaching the same size as this volunteer organized tournament. The grant will enable the tournament to become more profitable, making it possible to afford ice rentals where presently access to ice is limited by arena resources in the City of Burnaby, as well as within BMHA. It will allow for development of players through hiring & retention of high caliber females serving as coaches & role models for girls. It will allow for the growth of female hockey for the residents of Burnaby. While attracting more Burnaby girls to the game, higher registration will give us the critical mass needed to offer recreational & rep hockey at all age groups, like this already exists for integrated/boys hockey.

### 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)**

While the tournament doesn't start until November 11th, we already know it will be a success being that it is sold out. The greater purpose is to grow female hockey. In Burnaby already female hockey has grown from 90 to 230 players with the hard work and dedication of the current directors. The goal of the female program (funded by tournament proceeds) is to grow to 400 players and have at least one recreational and one representative team at each age group.

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

Our tournament Director and tournament registrar communicate in advance and after the tournament to seek feedback. The best feedback is that the tournament is sold out annually with a waitlist for teams who want to join.





## 23.64.P Burnaby Minor Hockey Association 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.

<b>1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?</b>					
<b>SOURCE OF REVENUE</b>	<b>% OF TOTAL REVENUE PREVIOUS YEAR</b>		<b>% OF TOTAL REVENUE CURRENT YEAR</b>		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC....)	73,638		100		
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		
<b>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.</b>					
As a Volunteer run tournament, volunteere resources are dedicated to the attraction, registration and operation of the tournament. Seeking Sponsorships or other sources of funding is outside of our volunteers skill set.					
<b>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.</b>					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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
<b>4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.</b>					
<b>GOAL 1</b>					
As it relates to the tournament, we want to max out the number of teams we can allow based on ice availability. For the femaile hockey program, our goal this year is to grow registration at the younger age groups to grow the pool pf hockey playing girls for the future of the program. We know as girls become teenagers, their is a shift to other areas of focus like school and part time jobs. The registraion numbers need to be large enough at younger age groups that with natural attrition, we can offer both recretional and representative hockey at the older age groups.					
<b>DESCRIPTION</b>					



## 23.64.P Burnaby Minor Hockey Association COMMUNITY GRANT APPLICATION

### GOAL 2

To reduce the financial barriers for girls to join hockey.

### DESCRIPTION

With increased profit from RDT, we can subsidize the registration fees for female hockey. By reducing the cost to parents, they are more willing to let their girls "try" hockey. Once they join a team and love playing, they will continue to return year after year. Playing a team sport for girls <https://www.womenssportsfoundation.org/do-you-know-the-factors-influencing-girls-participation-in-sports/>

### GOAL 3

To hire female non-parent coaches for each rep team at the different age groups, as is already in place for integrated boys hockey.

### DESCRIPTION

"It's hard to find a male rep coach willing to coach female rep teams. Would you consider paying them more, as an incentive for them to take this on?" This is the question I was posed two years ago. I quickly pointed out this is the equivalent of yet another pink tax, making it continually difficult to grow female hockey. We found another solution, we hired female coaches and at the same rate as their male counterparts.

### 5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	190	214
VOLUNTEER HOURS PER YEAR	1,075	1,340
NUMBER OF VOTING MEMBERS	10	14

### 6. HOW DOES YOUR ORGANIZATION WORK TO ENSURE THAT PROGRAMS AND SERVICES ARE ACCESSIBLE AND INCLUSIVE FOR ANYONE WHO HAS AN INTEREST REGARDLESS OF AGE, ABILITY, ORIENTATION, ETHNIC/CULTURAL BACKGROUND, SOCIO-ECONOMIC STATUS? PLEASE SHARE EXAMPLES AND SUCCESS STORIES OF INCLUSIVITY AND DIVERSITY WITHIN YOUR ORGANIZATION AND PROGRAMMING.

Burnaby Minor Female Hockey Wildcats is the Female Program of Burnaby Minor Hockey Association (BMHA). BMHA restructured its board so that 9 of 11 executive board positions can be filled by volunteers with a voice for the female program. BMHA is an inclusive association for all cultures, genders. All kids who reside in the City of Burnaby are welcomed to join BMHA. To ensure the financial barriers of playing hockey are addressed, BMHA has an opportunities fund that makes it possible for kids to play through waiving registration fees, subsidizing team fees & directing families to additional financial programs like Kidsport. BMHA has implemented land acknowledgments at all events and supported National Day for Truth and Reconciliation. We asked teams to pause for a moment of silence at 2:15 on September 30th which signifies the discovery of unmarked graves at former residential school sites in First Nation communities, including the 215 graves found in Kamloops in 2021.



## 23.64.P Burnaby Minor Hockey Association COMMUNITY GRANT APPLICATION

### SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

☒ Yes

☐ No

2. IF YES, WHAT COVERAGE?

Hockey Canada Insurance through PCAHA and BC Hockey approval of the tournament and also approval of each team that registers.  
Certificate of Insurance that meets the City of Burnaby's requirements

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

We would be willing to consider a rebranding of the event and take suggestions from the City of Burnaby. An example could be "Burnaby Remembrance Day Tournament". The City of Burnaby would be the Premier Sponsor with logo on tournament team swag, photo booth souvenir photos, tournament program, all online social media. We can dedicate specific social media accounts strictly for the "Burnaby RDT". We are open to additional suggestions.



## 23.64.P Burnaby Minor Hockey Association 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 2023 - Financials for BMHA attached. Financial for RDT also attached.
3. MONTH FISCAL YEAR BEGINS April 1 2023

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	See attached			
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
TOTAL REVENUE	0	0		



## 23.64.P Burnaby Minor Hockey Association COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE			
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES			
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES			
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1			
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	