

**TO:** MAYOR & COUNCIL  
**FROM:** EXECUTIVE COMMITTEE OF COUNCIL  
**SUBJECT:** **COMMUNITY GRANT APPLICATIONS (23.54.P-23.58.P, 23.59.O-23.61.O, 23.62.R)**  
**PURPOSE:** To seek Council approval of Community Grant applications received in September 2023.

### RECOMMENDATION

**THAT** the following Programming Grant applications received in September 2023 be approved as follows:

- 23.54.P – United Way British Columbia - Banner Program – up to \$10,000 in-kind
- 23.56.P – Down Syndrome Resource Foundation - One-to-One Children Programs - \$14,000
- 23.58.P – Burnaby Family Life Institute - Burnaby Family Life Agency Day - \$5,000

**THAT** the following Operating Grant application received in September 2023 be approved as follows:

- 23.60.O – Volunteer Grandparents - \$1,500

**THAT** the following Recreation Sports Grant application received in September 2023 be approved as follows:

- 23.62.R – Burnaby Football Club U17 - the National Championships U-17 Cup - \$2,000

**THAT** the following Programming Grant applications received in September 2023 be DENIED:

- 23.55.P – Leave Out Violence (LOVE) BC Society – Skills for Success
- 23.57.P – Pacific Immigrant Resources Society – Burnaby Newcomer Resource Workshops

**THAT** the following Operating Grant application received in September 2023 be DENIED:

- 23.59.O – Leave Out Violence (LOVE) BC Society

**THAT** the following Operating Grant application received in September 2023 be REFERRED to staff to provide additional information:

- 23.61.O – Wildlife Rescue Association of BC

**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 October 4, 2023, received a staff report outlining Community Grant applications received in September 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

**3.1 COMMUNITY GRANT APPLICATIONS IN SEPTEMBER**

**23.54.P. United Way British Columbia Request: \$10,000 in-kind**  
*Programming Grant – Attachment 1*

- Grant History:
- 2022 – \$10,000 in kind
  - 2021 - \$10,000 in kind
  - 2020 - \$10,000 in kind

An application was received from United Way of the Lower Mainland requesting an in-kind grant (for labour cost) in support of the 2023 United Way Campaign in the amount of \$10,000 to cover banner installation and removal costs along the Kingsway corridor, between Boundary Road and Royal Oak Avenue. The banners would be installed from 2023 October 15 to December 31. Approximately 37,500 residents benefit from United Way programs.

**23.55.P Leave Out Violence (LOVE) BC Society Request: \$5,000**  
*Programming Grant – Attachment 2*

- Grant History:
- New Applicant

An application was received from Leave Out Violence (LOVE) BC Society requesting a programming grant for their Skills for Success (SKILLS) program which takes place at Byrne Creek Secondary School. The school provides space for the program and students are referred from the school community to the program. SKILLS benefits 280 Burnaby youth directly by helping them build work skills, leadership skills and learn digital and financial literacy. The current goal of the program is to increase community presence in Burnaby by creating meaningful partnerships and collaborations.

**23.56.P Down Syndrome Resource Foundation Request: \$15,000**  
*Programming Grant – Attachment 3*

- Grant History:
- 2022 \$12,000
  - 2021 \$5,000
  - 2020 \$5,000

An application was received from the Down Syndrome Resource Foundation (DSRF) in support of their One-to-One Children Programs taking place from October 10, 2023 - June 23, 2024. The programs serve 700 individuals with 52% being Burnaby residents. The DSRF is requesting an additional \$3,000 over the amount received in 2022, to address the 17% increase in children served with the program. The program provides specialized and innovative health and education

programs and services which meet complex health and educational needs, increase social connectedness and self-esteem, improve the quality of life, and provide a foundation for lifelong learning for children living with Down Syndrome. Services are designed to empower individuals with disabilities to be more successful in public activities like those provided by the city in its efforts to promote inclusion.

**23.57.P Pacific Immigrant Resources Society Request: \$25,000**  
*Programming Grant – Attachment 4*

Grant History:

- New Applicant

An application was received from the Pacific Immigrant Resource Society (PRIS) requesting a programming grant in support of their Burnaby Newcomer Resource Workshops. The workshops are offered at the Royal Oak Ministry Centre and are a series of interactive trauma-informed workshops for vulnerable newcomer families to learn about local resources, overcome isolation, establish meaningful community connections and make informed decisions. The project begins with a needs assessment with families participating in the Food Access Program in the Edmonds Royal Oak area, to understand the needs and gaps in service. The workshops will be supported by PRIS team of Outreach Support Workers who provide services to participants, community referrals and one-to-one support. 50-70 Burnaby families are hoped to be engaged in the workshops.

**23.58.P Burnaby Family Life Institute Request: \$15,000**  
*Programming Grant – Attachment 5*

Grant History:

- New Program
- 2023 - \$20,000 Operating Grant
- 2022 - \$20,000 Operating Grant
- 2021 - \$18,000 Operating Grant

An application was received from Burnaby Family Life Institute (BFL) requesting a programming grant for their Burnaby Family Life Agency Day planned for October 20, 2023, at the Ismaili Centre located at 4010 Canada Way. BFL Agency Day is an opportunity for BFL staff (approximately 100) to receive training and education which will assist in acquiring new skills that directly contribute to the community through the programs and services the institute offers. Agency Day will be a structured approach to professional development and participants will have the opportunity to learn and share ideas that will help to ensure BFL continues to offer impactful programs and services to Burnaby residents.

**23.59.O      Leave Out Violence (LOVE) BC Society      Request: \$5,000**  
*Operating Grant – Attachment 6*

- Grant History:
- New Applicant

An application was received from Leave Out Violence (LOVE) BC Society requesting an operating grant to offset staff costs. LOVE’s mission is to support youth, age 13-19 facing multiple barriers and impacted by physical, emotional, and systemic violence to build resilience, overcome challenges, and become leaders in the community.

**23.60.O      Volunteer Grandparents      Request: \$1,500**  
*Operating Grant – Attachment 7*

- Grant History:
- 2022 - \$1,500
  - 2021 - \$1,500
  - 2020 - \$1,500

An application was received from Volunteer Grandparents requesting an operating grant to offset costs incurred in their 2023 fiscal year. Volunteer Grandparents provides a diverse and unique roster of programming such as: Family Match Program; School Grandparents Program; and Letters to Seniors program. Annually, approximately 550 Burnaby community members are positively impacted by these programs.

**23.61.O      Wildlife Rescue Association      Request: \$10,000**  
*Operating Grant – Attachment 8*

- Grant History:
- New Applicant

An application was received from Wildlife Rescue Association requesting an operating grant for their Wildlife Rescue which has been operating in Burnaby for 44 years. Every year there is an increase in demand for services, increasing the operation cost of salaries and supplies. In 2022, there were 43 rescues in Burnaby, 561 animal patients admitted from the city, and 2,809 phone calls were fielded from Burnaby residents and businesses.

**23.62.R Burnaby Football Club Request: \$2,000**  
*Recreational Sports Grant – Attachment 9*

- Grant History:
- New Applicant

An application was received from Burnaby Football Club U17 team requesting a grant to assist with travel expenses for ten (10) Burnaby residents on the U17 Team to attend the National Championships U-17 Cup in Moncton, New Brunswick. The tournament is scheduled to take place October 4 – October 9, 2023.

There are eight (8) U17 players from Burnaby and two (2) Managers. Based on the criteria for Recreational Sports Grant the grant would only apply to the eight (8) players for a total allowable of \$2,000.

**3.0 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.

**4.0 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 July 1, 2023)	Balance Remaining
Operating	\$100,000	\$127,000	\$-27,000
Programming	\$300,000	\$144,136	\$155,864
<b>Total</b>	<b>\$400,000</b>	<b>\$271,136</b>	<b>\$128,864</b>

On behalf of the Executive Committee of Council,

Councillor Dhaliwal Chair

Councilor Lee, Vice Chair

**ATTACHMENTS**

- Attachment 1 – 23.54.P – United Way British Columbia
- Attachment 2 – 23.55.P – Leave Out Violence (LOVE) BC Society
- Attachment 3 – 23.56.P – Down Syndrome Resource Foundation
- Attachment 4 – 23.57.P – Pacific Immigrant Resources Society

- Attachment 5 – 23.58.P – Burnaby Family Life Institute
- Attachment 6 – 23.59.O – Leave Out Violence (LOVE) BC Society
- Attachment 7 – 23.60.O – Volunteer Grandparents
- Attachment 8 – 23.61.O – Wildlife Rescue Association of BC
- Attachment 9 – 23.62.O – Burnaby Football Club (BFC) U17

***Confidentiality Notice:*** *Attachments 1 to 9 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, Sr. Manager Legislative Services



**23.54.P United Way British Columbia  
COMMUNITY GRANT APPLICATION**

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME United Way British Columbia		
2. ORGANIZATION STREET ADDRESS 4543 Canada Way, Burnaby, BC		
3. WEBSITE (IF APPLICABLE) uwbc.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Pamela Egelstad	PHONE (604) 268-1304	EMAIL pamelae@uwbc.ca
5. ALTERNATIVE CONTACT PERSON		
NAME	PHONE	EMAIL

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO BN 108160185 RR0001	
<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 type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input checked="" type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: \$ 10,000.00 <input checked="" type="checkbox"/> In-Kind (check if applicable)	
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.	





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?

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 United Way Community Campaign Street Banners	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) Kingsway Corridor between Boundary Road and Royal Oak Avenue	
3. PROJECT/EVENT/PROGRAM START DATE 2023-10-15	4. PROJECT/EVENT/PROGRAM END DATE 2023-12-31

SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM Public awareness for United Way's annual Fundraising campaign
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Workplace campaigns, public community events



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 Strategy: contributing to the City's aspirations to be prosperous, age-friendly, engaged, diverse, healthy, and peaceful.

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.

Local non-profit social service agencies, City of Burnaby, Burnaby Board of Education, local businesses, Burnaby Board of Trade

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 would not be able to display our Street Banners in Burnaby.

**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)

The goal of the program is to raise awareness about United Way's annual fundraising campaign for local programs. We will reach our goals if we raise sufficient funds to support critical local programming.

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

We monitor dollars raised by community and conduct public awareness surveys to track results. We use a metrics dashboard approach to monitor operations, programs and services.



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)	44			70	
DONATIONS AND SPONSORSHIPS (CASH)	54			28	
DONATIONS AND SPONSORSHIPS (IN-KIND)	0			0	
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.					
N/A for this particular in-kind request - no other funding being pursued for Street Banner program in Burnaby					
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	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
Inspire and mobilize people to give back to their community financially or with their time.					
DESCRIPTION					
Helping people express citizenship by engaging meaningfully with the communities they call home and taking action on issues they care about in any way they can.					



**23.54.P United Way British Columbia  
COMMUNITY GRANT APPLICATION**

**GOAL 2**

Raise funds for community investment.

**DESCRIPTION**

Continuing to offer the proven, impactful community investment options for which United Way has been trusted for decades.

**GOAL 3**

Growing provincially while focusing on local needs.

**DESCRIPTION**

Continue to expand our work to include a provincial scope (including bc211 services) while focusing on how we make a meaningful difference locally.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	19,600	23,500
VOLUNTEER HOURS PER YEAR	156,800	188,000
NUMBER OF VOTING MEMBERS	48	46

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

Our values include respect and diversity, and we work to ensure that our workplace, our funded programs and our community activities are accessible and inclusive. We have embedded Diversity, Equity and Inclusivity principles in our operations and community work to reflect the communities we serve.



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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE? <input checked="" type="radio"/> Yes <input type="radio"/> No
2. IF YES, WHAT COVERAGE? \$5 million commercial general
3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?



**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

Organization     Project/Event/Program

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2. FOR THE FISCAL YEAR

Please see the accompanying financial statements for operating budget.

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3. MONTH FISCAL YEAR BEGINS

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)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>		



**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>	

# 23.55.P Leave Out Violence (LOVE) BC Society



## COMMUNITY GRANT APPLICATION

### SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Leave Out Violence (LOVE) BC Society		
2. ORGANIZATION STREET ADDRESS 2455 Fraser Street, Vancouver, BC V5T 0E6		
3. WEBSITE (IF APPLICABLE) <a href="https://loveorganization.ca/bc/">https://loveorganization.ca/bc/</a>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Lambrini Soulos	PHONE (604) 709-5728	EMAIL giving@loveorganization.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Heather Stoutenburg	PHONE (604) 709-5728	EMAIL giving@loveorganization.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO 0058757	DATE OF INCORPORATION 2011-08-30
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 841769680RR0001	
<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: \$ 5,000.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 58,350.00	
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 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?

LOVE's mission is to support youth, age 13-19 facing multiple barriers (poverty, in or exiting care, newcomers, BIPOC, LGBTQ2S+, those with disabilities) and have been impacted by physical, emotional and systemic violence to build resilience, overcome challenges and become leaders in their communities. We benefit 280 Burnaby youth directly by helping youth explore the root causes of violence, building work skills (hard and soft), leadership skills, learning digital & financial literacy, building emotional intelligence, and advocacy skills so they can achieve their full potential instead of continuing the cycle of violence and poverty.

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 Skills for Success (SKILLS)	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 7777 18th St, Burnaby, BC V3N 5E5	
3. PROJECT/EVENT/PROGRAM START DATE 2023-10-02	4. PROJECT/EVENT/PROGRAM END DATE 2024-06-28

**SECTION D: PURPOSE OF BENEFIT\***

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM The purpose of Skills for a Successful Future is to build critical skills to help at-risk, multi-barrier youth build their capacity for economic self reliance and sustainable livelihoods. It looks at the key ways marginalized youth get trapped into a life that often leads to violence, dependence on social supports, criminal activity and continued poverty. SKILLS focuses on the foundational components that contribute to success in life – positive relationships, work, life and leadership skills, confidence and self-esteem, collaboration, self-advocacy, positive mental health, etc. Once these skills are learned in the program, they are reinforced through action, such as community outreach, youth developed and facilitated workshops, work experience and mentorship. SKILLS seeks to build skills that will benefit these young people for the long-term, allowing them not only to achieve meaningful employment now, but also to move-up in their jobs or seek career training in the future.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES SKILLS incorporates four learning modules over the 34 week program, which takes place 1 day/wk after school for 2.5 hours. participant explore: Emotional Intelligence, Financial Literacy, Digital literacy, Advocacy with activities that include: speakers, open discussion about feelings and experiences, role playing, digital art-making such as graphic design, video creation and editing, digital design and publishing, website creation, how to set, manage, and evaluate financial goals, vocational and aptitude testing, financial planning, navigating social media, cyber security, the implications of what they post, evaluation of online materials/info, creation of online portfolios/resumes, digital interviewing, online job searching, creating messages of anti-violence and posting on social media, creating artwork supporting causes they believe in, Violence Prevention Committees (VPCs) in which youth develop of anti-violence strategies and host workshops to schools & other youth-serving orgs.



**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):**

Through the above policies and plans, the City of Burnaby is committed to social inclusion for the poor and the empowerment of its residents. The City strives to provide the best quality of life for their residents, and is dedicated to ensuring Burnaby is a desirable place to work, live and play and to sustaining the environment by balancing growth and the protection of the natural environment. Burnaby has quite a high immigrant population and visible minorities make up more than 60% of residents. Children of these adults are often dealing with discrimination, racism, bullying, and other forms of violence and lacking the support they need at home, in the community and at school. LOVE's programs target these young people. SKILLS in particular works with these youth to help them build work, life, and leadership skills, resiliency, and advocacy skill that are so important for youth to have.

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**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.**

LOVE works with Byrne Creek Secondary in Burnaby. They provide the program space and refer students from the school/community who would benefit from SKILLS. One of the goals LOVE has over the next 18 months is to increase our community presence in Burnaby by creating meaningful and intentional partnerships and collaborations there.

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**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?**

A \$5,000 grant from the City of Burnaby will not cover the cost of the Program, but certainly gets us closer to our fundraising goal and establishes a new funding partnership. Each year LOVE seeks a variety of revenue sources to support its programs including grants from government, corporations and foundations, individual giving, third-party fundraising, and events. We have support from the City of Surrey and the City of Vancouver for programs held in those communities, but have not approached the City of Burnaby until now. Also, because LOVE fundraises for each program location, as well as for the organization as a whole, there is some flexibility in how we apply undesignated funds.

**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)**

Each year, LOVE sets benchmarks for success that are based on the previous year's outcomes. They are related to data such as the number of participants, number of community partners, number of violence prevention committees facilitated by participants, etc., as well as to feedback from our participants.

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

LOVE evaluates its programs and services by collecting data such as the number of participants, the number of Violence Prevention Committees facilitated, the number of partnerships, etc. At the beginning of all programs, participants fill out a survey that asks them to identify what they want to get out of the program, why they chose to participate, what topics are of most interest to them (within the four components) and asks participants to rate their knowledge/comfort level on specific outcomes. This helps LOVE to fine tune each year's program to the interests and expectations of the participants. There's also an exit survey that speaks directly to their comments on the entrance survey and specifically asks about achievements related to the anticipated outcomes of the program. For example: How comfortable do you feel advocating for a cause you believe in? Can you identify declining mental health? Do you feel more comfortable speaking in public? Have your budgeting skills improved?

# 23.55.P Leave Out Violence (LOVE) BC Society



## 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...)	1	3			
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	90	92			
DONATIONS AND SPONSORSHIPS (CASH)	9	5			
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.					
LOVE has funding from BC Gaming, several foundations such as CKNW Kids Fund, GMR Foundation, John Hardie Mitchell Foundation, Hamber Foundation, the Diamond Foundation, and corporations such as Home Depot and the Cooperators. Every year, we seek new funding opportunities understanding that just because you got support this year, you won't necessarily get it the next. In addition, the goals we have outlined in this application will require additional funding to acheive. We will be actively working to increase our funding research to identify new prospects and partnerships, as well as renew and acquire individual donors.					
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	\$ 5,000.00
GRANT - IN-KIND	\$ 0.00	\$ 0.00	\$ 0.00		
PERMISSIVE TAX EXEMPTION	\$ 0.00	\$ 0.00	\$ 0.00		
LEASE GRANT	\$ 0.00	\$ 0.00	\$ 0.00		
OTHER	\$ 0.00	\$ 0.00	\$ 0.00		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<b>GOAL 1</b> Increase overall organizational capacity					
<b>DESCRIPTION</b> LOVE intends to achieve this goal by continuing to diversify and increase our funding partnerships through: -research of new government, corporate and foundation grantors -identifying new prospective major individual donors -creating policies and procedures for third-party fundraising -formalizing our stewardship and recognition process -purchasing a contact management system to help us track our donors, build stronger relationships with them, schedule grant applications, reporting, and various communications					



**COMMUNITY GRANT APPLICATION**

**GOAL 2**  
 Implementing a Leadership Program in Burnaby

**DESCRIPTION**  
 This Program has only been held in Vancouver to-date, but youth in Burnaby have shown significant interest in participating. Overall, LOVE's Youth Leadership program provides youth with the skills necessary to guide others, influence opinions and policy, and become role models for their peers and younger generations. This Program can only be taken after completing our Skills for a Successful Future Program or Media Arts Program and is solely focused on re-inforcing and strengthening learned Leadership Skills by spending more time on each component such as: public speaking, workshop development and implementation, advocacy for change, participating in community events, creating team projects, using media arts to share messages of justice and anti-violence, anti-discrimination, and anti-oppression.

**GOAL 3**  
 Increase our community presence in Burnaby

**DESCRIPTION**  
 In order to increase our community presence in Burnaby, LOVE intends to:  
 -increase marketing to additional youth-serving organizations, agencies, and schools for participant recruitment  
 -participate in community events  
 -partner with similarly-intentioned organizations to develop meaningful programs  
 -bring participants in different programs together for discussions and advocacy work

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	8	16
VOLUNTEER HOURS PER YEAR	24	100
NUMBER OF VOTING MEMBERS	38	52

**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.**

LOVE's programs are delivered through the lens and values of anti-oppression, intersectionality, inclusion and safe(r) spaces. This practice of safe(r) youth led and directed programs is a gap in many services. We are committed to serving youth from under-served and marginalized communities particularly Indigenous, black, newcomer, refugee, LGBTQ2S+, gender non-conforming, youth living in care, and youth living in poverty, with a focus on identity, safety, inclusion, and belonging; there are no restrictions to participation, other than age. LOVE's programs are youth-driven; they are involved in every aspect of the organization, from planning and evaluation to organizational development and governance (2 youth sit on the board each year). Staff, board, volunteers and youth have been engaged in decolonizing our work for several years. The board continues to recruit and retain members that are reflective and identify with the diversity of our community.



COMMUNITY GRANT APPLICATION

SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>We have \$5m in program liability and an additional \$5M liability insurance for the board of directors.</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>LOVE will be pleased to put the City of Burnaby's logo on our website and in our annual report, as well as any communications and promotional materials relating to Program activities, such as brochures, posters, advertisement, new releases and signs . We will also do a shout out on our social media - Facebook 1.1K followers and 540 followers on Instagram.</p>



**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
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				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming	12000	12000	Y	Funding period April/23 to March/24
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	4600	6350	Y	\$4250 confirmed
IN-KIND SOURCES				\$4250 confirmed
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Grants	40000	40000	Y	\$30,000 in-house
2				
3				
<b>TOTAL REVENUE</b>	<b>56600</b>	<b>58350</b>		



**COMMUNITY GRANT APPLICATION**

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	27000	27000	Program Facilitator
OFFICE SUPPLIES & EXPENSES	3600	4600	Admin Expenses
PROGRAM & EVENT SUPPLIES	7250	7500	incl. healthy meals for youth
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS	3200	3200	Space Rental
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	1000	1000	Volunteer Training
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Guest speakers	6050	5000	Subject Experts
2 Youth honoraria	5500	5500	For youth-conducted workshops
3 Bus Passes for youth	1500	1500	to ensure safe ride to program/e
4 Evaluation/Reporting	1500	1500	
5 Contingency		1550	
<b>TOTAL EXPENDITURES</b>	<b>56600</b>	<b>58350</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	



# 23.56.P Down Syndrome Resource Foundation COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Down Syndrome Resource Foundation		
2. ORGANIZATION STREET ADDRESS 1409 Sperling Avenue, Burnaby, BC V5B 4J8		
3. WEBSITE (IF APPLICABLE) www.dsrf.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Jason Campbell	PHONE (778) 881-3249	EMAIL jason@dsrf.org
5. ALTERNATIVE CONTACT PERSON		
NAME Wayne Leslie	PHONE (604) 444-3773	EMAIL wayne@dsrf.org

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 898907266 RR0001	
<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: \$ 15,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 991,037.00
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. <p>We were very thankful to have received a \$12,000 grant from the City of Burnaby in 2022. DSRF would like to request an additional \$3,000 due to a continued increase in the individuals in Down syndrome clients we are seeing. This past year we have seen another 17% increase in children served. This has unfortunately created a wait list for our services. Currently in our Speech Language area, we have 30 people on practice period, 21 people on wait list and 20 people who want weekly support help but don't get it.</p>





## 23.56.P Down Syndrome Resource Foundation 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.

NA

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?

Due to Down syndrome's very small population size, in order to maintain participation levels that make our programs viable, we must make our services available for anyone with Down syndrome from the larger Lower Mainland area. If not, there would be insufficient numbers to offer our services to Burnaby residents. We ask that you consider this unique vulnerability when assessing this criteria. The fact that we provide our services in Burnaby ultimately makes them more easily accessible for residents of Burnaby. Similar to city programs, DSRF programs are family oriented and inclusive with a focus on social and recreational activities but with a specific focus on meeting the needs of residents with DS, which the city cannot provide. Our services are also designed to empower individuals with disabilities to be more successful in public activities like those provided by the city in its efforts to promote inclusion. Our One-One program will serve 700 people with 52% being 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 One to One Children Programs	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 1409 Sperling Ave, Burnaby	
3. PROJECT/EVENT/PROGRAM START DATE 2023-10-10	4. PROJECT/EVENT/PROGRAM END DATE 2024-06-23

### SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM  The mission of the Down Syndrome Resource Foundation is to support people living with Down syndrome and their families with individualized and leading-edge educational programs, health services, information resources, and rich social connections so each person can flourish in their own right.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES  Specifically, we focus on three key areas: speech and language/occupational therapy, reading and communication, math, and enhancing the life skills that will foster maximum independence. These areas are strengthened through the following services offered for children with Down syndrome under the age of 18, for which we are seeking the support of the City of Burnaby: <ul style="list-style-type: none"> <li>• One to One Reading. This includes assessment, program design, material prep, charting the course for continued progression.</li> <li>• One to One Math. Teachers work to develop the skills that are most useful and necessary for everyday life using a balanced approach.</li> <li>• Speech and Language Therapy. Fun and friendly environment provides appropriate opportunity for speech improvement</li> <li>• Occupational Therapy, Assists with physical skills, gross and fine motor skills, sensory processing, cognitive skills, and psychosocial skills.</li> </ul>



## 23.56.P Down Syndrome Resource Foundation 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):**

DSRF is a natural extension of Burnaby's Social Sustainability Plan and its goal to be an inclusive community that values all of its members and helps them to meet their basic needs so that they can live in dignity, engage actively, and contribute to their community. We extend the city's ability to assist residents with Down syndrome in this regard by providing services specifically tailored to individuals with Down syndrome. Down syndrome is a rare condition, which by definition means it is limited to a small segment of the population. The small size and unique nature of this population make it especially vulnerable to marginalization. Therefore, these are community members that Burnaby, with a Social Sustainability Plan to be caring and inclusive, should protect most by supporting organizations like DSRF that meet their special needs to help them be healthy and productive members of the 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.**

The success of the DSRF approach is ultimately measured not just in numbers, but in stories of lives transformed and potential unleashed. The following quote from a DSRF parent, our major stakeholder group, illustrates the positive impact that our programs have on our students' self-esteem and ability to function as fully contributing members of society. From a parent:  
"We can find therapists and teachers elsewhere, but what is hard to find is an understanding of DS. Most services in the disability community seem to be targeted at autism. Even my own workplace only seems to hire people with autism and no other disabilities. It's great to have DSRF focused and knowledgeable about our kids/family members with DS."

**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 amount is not fully granted we would try to raise funds from our other fundraising initiatives. Unfortunately it has become increasingly difficult to raise funds and we may have to reduce services to clients.

### 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)**

The goals for this program are primarily based on meeting individual goals for clients in reading, math and communications as well as speech and motor skills development. These goals are set with families before a session block begins and then assessed at the conclusion. In the bigger picture we have a goal of a case load of 22 clients per program staff member.

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

All of our programs at DSRF are carefully evaluated before and after the program through in person meetings (now done virtually and/or in person) and assessments, and electronic surveys with the families and students who participate in the programs. These findings are then integrated into the program plans which are continually updated and revised. We also utilize our own custom built reading assessment tool/online student portal. This is the first assessment tool specially designed for individuals with Down syndrome in the world.



## 23.56.P Down Syndrome Resource Foundation 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...)	39	40			
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	18	19			
DONATIONS AND SPONSORSHIPS (CASH)	42	40			
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.					
<p>Over the history of DSRF we have focused on, and have been successful in, fundraising through events, like our Run Up for Down Syndrome, which attracts annually over 1100 participants to Swangard Stadium, and our Up the Down Market event which attracts people from the financial sector. This year we were very excited to have an in person Run Up again and were able to raised over \$250,000. We are also planning to hold in person Up the Down Market events this Fall. We also have a proven track record soliciting individual donations, corporate donations, community foundations, and gaming grants. Besides continually working to cultivate and steward these revenue streams, a major focus has been to attract funding from all levels of government, including municipal, provincial and federal. This is a long term goal for us and critical if we are to offer our programs at a low cost so as not to be a barrier.</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	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00		\$ 15,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 27,000.00	\$ 34,000.00	\$ 34,000.00	\$ 35,000.00	\$ 35,000.00
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p><b>GOAL 1</b> Ensure access to DSRF services for more families</p>					
DESCRIPTION					
<p>Enhance our service delivery model to provide accessible services to more families. Improve funding to increase staff and programming capacity to augment services to families. Create and sustain partnerships to strengthen DSRF services throughout the community.</p>					



## 23.56.P Down Syndrome Resource Foundation COMMUNITY GRANT APPLICATION

<b>GOAL 2</b> Improve funding to increase staff and programming capacity to augment services to families		
<b>DESCRIPTION</b> Review and identify opportunities to improve and expand our fund development program and capacity. Identify and access new streams of funding from diverse sources to support growth of services.		
<b>GOAL 3</b> Create and sustain partnerships to strengthen DSRF services throughout the community		
<b>DESCRIPTION</b> Align our physical space with our service delivery needs to expand the effectiveness of the Burnaby hub. Advance DSRF's organizational processes and technology to deliver high quality services. Review and explore ways to enrich DSRF's culture to support continued team and organization growth		
<b>5. PLEASE COMPLETE THE FOLLOWING</b>		
	<b>PREVIOUS YEAR</b>	<b>CURRENT YEAR</b>
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	120	130
VOLUNTEER HOURS PER YEAR	1,000	1,100
NUMBER OF VOTING MEMBERS	34	32
<b>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.</b>		
<p>The biggest barrier to individuals with Down syndrome and their families are financial difficulties. To alleviate this, DSRF provides children and youth bursaries to assist families with the cost of DSRF programs. The Financial Assistance Program was originally established by DSRF Board Director, George Klukas, who believes financial difficulties should not be a barrier for families to access DSRF's programs. The program was particularly critical during Covid in ensuring all families have access to our programs.</p>		



## 23.56.P Down Syndrome Resource Foundation COMMUNITY GRANT APPLICATION

### SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

We have insurance coverage for: property, crime, liability (\$5 million) and equipment breakdown. Details of coverage can be provided.

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

The City of Burnaby will be acknowledged through our extensive social media platforms: Facebook, Instagram, Twitter and LinkedIn, as well as our website. We will also acknowledge support in our national Down syndrome magazine. We would also like to hold a cheque presentation photo opportunity at our Centre. The City of Burnaby logo can also appear on program materials.



## 23.56.P Down Syndrome Resource Foundation 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 <b>2023</b>
3. MONTH FISCAL YEAR BEGINS <b>January</b>

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 Child and Family Dev.	75000	70000	y	
2 BC Gaming	250000	250000	y	
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	12000	15000	n	
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1 Program Fees	698089	1002179	partial	
2				
3				
FUNDRAISING (NET REVENUE)	284966	327000	partial	
INDIVIDUAL DONATIONS	705695	762745	partial	
IN-KIND SOURCES				
INVESTMENT INCOME	20109	15824	partial	
OTHER SOURCES (SPECIFY)				
1 Foundation grants	90202	121000	partial	
2 Deferred	45269			
3				
<b>TOTAL REVENUE</b>	<b>2181330</b>	<b>2563748</b>		



## 23.56.P Down Syndrome Resource Foundation COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	1782992	2044995	
OFFICE SUPPLIES & EXPENSES	21271	35370	
PROGRAM & EVENT SUPPLIES	66135	60419	
ADVERTISING & PROMOTION	101457	48000	
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES	26865	37680	
LICENCES, MEMBERSHIPS, & DUES	737		
OCCUPANCY COSTS	106750	93716	
PROFESSIONAL & CONSULTING FEES	23094	58384	
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	80481		
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	18381		
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	16967	14240	includes travel
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 insurance	32867	41808	
2 computer/networks	36967	36924	
3 fundraising events	88424	58188	
4 website	1247		
5			
<b>TOTAL EXPENDITURES</b>	<b>2404635</b>	<b>2529724</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-223305</b>	<b>34024</b>	



**COMMUNITY GRANT APPLICATION**

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME Pacific Immigrant Resources Society		
2. ORGANIZATION STREET ADDRESS 1874 Kingsway, Vancouver BC, V5N 2S7		
3. WEBSITE (IF APPLICABLE) www.pirs.bc.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Valerie Lai	PHONE 6042985888	EMAIL vlai@pirs.bc.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Anastasia Gaisenok	PHONE 6042985888	EMAIL agaisenok@pirs.bc.ca

6. APPLICANT TYPE		
<input type="checkbox"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="checkbox"/> REGISTERED CHARITY	CHARITABLE NO 119075463RR0001	
<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 type="checkbox"/> General Grant (Operating) <input checked="" type="checkbox"/> General Grant (Programming) <input type="checkbox"/> Recreational Sport Grant <input type="checkbox"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: 25000 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. 29940	
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 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?

The Burnaby Newcomer Resource Workshops will support newcomer, immigrant and refugee settlement and integration in Burnaby. The project will benefit diverse Burnaby residents, particularly vulnerable newcomer, low-income and socially isolated families participating in our Burnaby Food Access program. The workshops will connect newcomers to local resources, empower participants to rise out of isolation, connect to community and make informed choices, while reducing barriers to the full participation of all in the economic and social life of Burnaby. The project will engage 70 families participating in our Food Access program, as well as local service providers, including Fraser Health, Burnaby Public Library, Burnaby Early Childhood Table, SUCCESS, MOSAIC, Burnaby School Settlement Workers and others.

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 Burnaby Newcomer Resource Workshops	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 7175 Royal Oak Ave, Burnaby, BC V5J 4J3, Royal Oak Ministry Centre	
3. PROJECT/EVENT/PROGRAM START DATE 2024-01-15	4. PROJECT/EVENT/PROGRAM END DATE 2024-06-28

**SECTION D: PURPOSE OF BENEFIT\***

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM PIRS has been serving newcomers in Burnaby for many years, supporting vulnerable women through targeted outreach and trauma-informed community English classes and other programs. Currently, we operate a Food Access program in partnership with Journey Home Community, providing weekly healthy food hampers to newcomer families living in a low income bracket. Following COVID-19 pandemic and recent increase in migration, we have noticed increased isolation among our program participants, due to financial insecurity and language barrier. To address this need, we would like to propose a series of Burnaby Newcomer Resource Workshops, connecting newcomer families to Burnaby service providers. The goal of these Workshops is to facilitate the settlement and integration of newcomer, immigrant, refugee and refugee claimant families in Burnaby Edmonds area, particularly the vulnerable newcomer mothers with low level of English, experiencing financial insecurity.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES The Burnaby Newcomer Resource Workshops is a series of interactive trauma-informed workshops for vulnerable newcomer families to learn about local resources, overcome isolation, establish meaningful community bonds, and make informed decisions. The project will begin with a needs assessment with the families currently participating in our Food Access Program in the Edmonds Royal Oak area, to understand the needs and gaps in services. We will then plan and deliver engaging information sessions with various service providers (School Settlement Workers, Fraser Health, etc), resource presentations (school system, BC211, crisis support, etc), interactive discussions, and field trips (Burnaby Public Library, etc) to address the needs identified in the needs assessment. The workshops will be supported by PIRS team of multi-lingual Outreach Support Workers who will provide translation/interpretation services to participants, community referrals and individualized one-to-one support.



**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):**

Following the Burnaby Social Sustainability Strategy and strategic priority of Celebrating Diversity and Culture, the project reduces barriers to full participation of newcomers in the economic and social life. It supports partnerships with organizations focused on settlement. Following suggested actions #40 and #42, it supports immigrant settlement and integration in Burnaby's elementary and secondary schools, particularly in the Edmonds area for a multi-service hub model. Based on the priority of Getting Involved and suggested action #56, the project connects cultural minority newcomers to resources such as libraries, Mother Goose programs, and other community supports. Lastly, in line with strategic priority of Learning for Life and suggested actions #66, 71, and 74, the project facilitates the connection of newcomers to BC211 services, Burnaby Public Library, Literacy NOW and other services, while providing outreach services for populations that have literacy challenges.

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**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.**

Fraser Health (providing information about the healthcare system and facilitating access); Burnaby Public Library (facilitating access to educational resources for adults and children); Burnaby Early Childhood Development Table (providing information on early childhood development, family support services and referrals); SUCCESS and MOSAIC (facilitating employment and settlement services to empower newcomers' economic integration); Burnaby School Settlement Workers (assisting with educational integration and supporting families with school-aged children); Journey Home Community (providing housing support for refugee claimants); Greater Vancouver Food Bank (providing food support to families experiencing financial insecurity); Burnaby COVID Social Isolation Working Group (providing information and resources on crisis response and emergency situation in the City of Burnaby). Additional service providers will be added as the project unfolds.

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**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 will continue to explore matching funds, while the number of workshops, presentations, field trips, referrals and other support services will depend on the amount of actual grant received.

**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 aim to engage 50-70 families in the workshops. We will track participant engagement (e.g. number of workshop attendees, referrals and one to one support made). We will also gather feedback from participants via surveys and focus groups about the usefulness, relevance, and impact of the information received to help us understand the effectiveness of the workshops in meeting their needs.

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

At the beginning of the project, participants complete an intake form that collects demographic information and identifies specific needs that we can address. At the end of the project, participants complete an exit survey where we ask about their experience in the program, perceived improvement in skills, community connectedness, and addressed needs, and any recommendations for improving program quality. Throughout the project, we engage participants in informal conversations to gauge immediate impact. In addition, we also conduct regular team meetings to review observations, discuss challenges, and gather feedback from program staff and instructors. This allows us to adjust program delivery as needed and identify areas for improvement. This approach helps us to continuously improve the quality of our programs and ensure that it is meeting the needs of participants.



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...)	3		5		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	73		64		
DONATIONS AND SPONSORSHIPS (CASH)	24		31		
DONATIONS AND SPONSORSHIPS (IN-KIND)					
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.					
We are constantly working on diversification and increase of revenue, through various funding sources. Our current focus is to increase donations from individuals through fundraising activities.					
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	25000
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.					
GOAL 1 Attract & Retain qualified people who live our values					
DESCRIPTION - Retain our people by supporting their growth and development - Invest in our people - Build the capacity of our Board and volunteers					



**COMMUNITY GRANT APPLICATION**

**GOAL 2**  
Strengthen PIRS brand

**DESCRIPTION**  
 - Build PIRS' communication and marketing capacity  
 - Develop our brand to ensure consistent messaging across the organization  
 - Increase awareness of PIRS with stakeholders

**GOAL 3**  
Build a Culture of Abundance

**DESCRIPTION**  
 - Improve PIRS' infrastructure by investing in administrative and organizational systems  
 - Diversify our funding  
 - Steward PIRS' donor relationships

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	181	75
VOLUNTEER HOURS PER YEAR	6667	2500
NUMBER OF VOTING MEMBERS	13	24

**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.**

In 2021, we adopted a vision, mission, and set of values that reflect our commitment to diversity and serving our target population in a way that is equitable. To make our programs accessible, we have implemented the following measures. Onsite children's program for participants' young children is provided at no cost, and children under 18 months old can stay with the mother in class. This allows mothers to attend programs without worrying about the care of their children. Our multilingual team of Outreach Support Workers provides individualized support to participants, including in their first language if needed. This helps to ensure that participants are able to fully understand and engage in the learning and reduce language barrier. Additionally, we provide bus tickets to ensure that participants can reach us without any financial burden.



**COMMUNITY GRANT APPLICATION**

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

\$5,000,000

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

We will acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials related to the program, including brochures, posters, advertisement, websites, and social media posts. When making the acknowledgement and using the logo, we will follow the standard and procedure recommended by the City of Burnaby.



**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="checkbox"/> Organization <input checked="" type="checkbox"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2023-2024
3. MONTH FISCAL YEAR BEGINS August

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 BC Gaming		4940	N	Annual grant - August 1 to July 31
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				
<b>TOTAL REVENUE</b>	<b>0</b>	<b>4940</b>		



## COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE		17720	Staff salaries
OFFICE SUPPLIES & EXPENSES		500	
PROGRAM & EVENT SUPPLIES		700	Printing and photocopying
ADVERTISING & PROMOTION		200	
TRAVEL & VEHICLES EXPENSES		2920	Bus tickets subsidy
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS		4800	
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		300	Orientation
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Honoraria for guest speakers		300	
2 Admin (10%)		2500	
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>29940</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>-25000</b>	



## COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Family Life Institute		
2. ORGANIZATION STREET ADDRESS 102-2101 Holdom Avenue, Burnaby V5B 0A4		
3. WEBSITE (IF APPLICABLE) www.burnabyfamilylife.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Constantine McQuade	PHONE (604) 659-2209	EMAIL cmcquade@burnabyfamilylife.org
5. ALTERNATIVE CONTACT PERSON		
NAME Navreen Gill	PHONE (604) 659-2208	EMAIL ngill@burnabyfamilylife.org

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO 9115	DATE OF INCORPORATION 1971-02-12
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO 118821578	
<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: \$ 15,000.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 15,875.00	
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.	





**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.

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?\*

While the event will immediately benefit the one hundred Burnaby Family Life (BFL) personnel in attendance, the ongoing benefit will be lasting and have a far greater reach. BFL serves approximately 3,000 clients a year and the learnings gained at this professional development opportunity will be an immediate benefit to our existing clients, which are primarily children and newcomer families, as well as future clients and the Burnaby community as a whole.

CONTINUED IN APPENDICES

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 Burnaby Family Life Agency Day	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) TBD- Nikkei Centre, Shadbolt Centre, other Burnaby venue	
3. PROJECT/EVENT/PROGRAM START DATE 2023-10-20	4. PROJECT/EVENT/PROGRAM END DATE 2023-10-20

**SECTION D: PURPOSE OF BENEFIT\***

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM  BFL Agency Day is a designated day in which personnel engage in various learning opportunities to enhance their professional skills and knowledge. It is a structured approach to professional development, ensuring that personnel stay up to date with trends and changes, participate in meaningful training sessions, and acquire new skills and knowledge that directly contribute to the community through the programs and services BFL offers. We hope to equip team members with valuable skills and knowledge to empower them to fulfill their roles effectively and contribute to the organization's overall growth. The day will allow teams to learn while also applying strategic thinking, and collaborative efforts, which will help to ensure BFL continues offering effective and impactful programs and services. CONTINUED IN APPENDICES
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES  BFL has a vision of a more welcoming and inclusive Burnaby, and we continually look for ways to ensure our programs and services are supporting this. BFL Agency Day is an event that will bring together the entire organization fostering a sense of unity and collaboration and allows personnel from different departments and levels to interact, network, and share ideas.  The agenda will cover a wide range of topics to encourage the exchange of ideas and knowledge across different programs and services. Participants will have the opportunity to learn while gaining valuable insights and practical knowledge. Activities and training topics are designed to be interactive, encouraging participants to actively engage and collaborate. CONTINUED IN APPENDICES



**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):**

The City of Burnaby values "its diverse communities and groups and their contributions to Burnaby" and this event will support celebrating the diversity of Burnaby with professional development experiences that contribute to rebuilding a sense of belonging within the community. This event also aligns with the Social Planning Goal "to facilitate the development and ongoing sustainability of a community which enhances the physical, social, psychological and cultural well-being of Burnaby residents." Programs and services offered by BFL are responsive and designed to develop the well-being of those who participate. This event also aligns with the "values for Burnaby's social planning efforts," the "Strategic Priorities and Suggested Actions" of the Burnaby Social Sustainability Strategy and the vision: "we embrace diversity, celebrate culture and creativity, foster belonging and participation, and adapt well to a changing world."

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**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.**

BFL has taken a leadership role in advocating for increased community coordination and partnership programming since 1971 and we could not do what we do without the ongoing support of our community partners and stakeholders. We have begun exploring early partnership ideas to fill in the agenda for the day. We have many existing relationships within the Burnaby Intercultural Planning Table, and we will use this event for collaboration between community partners and stakeholders, which is essential for sustainable and impactful initiatives. We hope to partner with the City of Burnaby to explore how we can engage our teams in the visioning of the Burnaby 2050: Official Community Plan.

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**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 intended outcomes of this proposed project drives BFL to pursue additional funding and if we are unsuccessful in obtaining the full amount requested, we will continue with the event on a smaller scale. The funding support from this grant will allow for more meaningful topics and facilitators as well as expand the reach to our entire organization. Without full funding we will have to limit the training topics and select specific groups within the organization to attend.

**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 we have reached our goals by evaluating our outcomes. We would hope to see long terms outcomes of Burnaby residents having increased community connections, but in the short term we will be able to measure client engagement by evaluating the new topics being introduced as we regularly ask for feedback from clients on the programs being offered.

BFL closely evaluates our programs and the different populations of clients we are reaching. We would hope to see our client's representative of the diversity within Burnaby and also an increase in the number of overall participants as we continue to offer programs that are relevant to all families and individuals.

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

BFL adheres to principles of quality assurance and continuous quality improvement. BFL collects demographic data on all clients as well as regular feedback surveys to evaluate our programs and services. We also have direct access to participants through our website, social media, and distribution lists. We do annual staff and stakeholder surveys to better assess the needs of the community.



**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...)	17		21		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	77		71		
DONATIONS AND SPONSORSHIPS (CASH)	1		3		
DONATIONS AND SPONSORSHIPS (IN-KIND)	1		1		
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.					
We are constantly looking at the needs of the community, our ability to respond to these emerging needs and opportunities to increase our capacity of services. As we expand our reach of programs and services, BFL consistently seeks available funding opportunities. Burnaby Family Life believes that regular fundraising is needed to be financially sustainable.					
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	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00		\$ 20,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT	\$ 68,725.00	\$ 69,887.00	\$ 69,887.00	\$ 69,887.00	
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1 Goal: Deeper impact in the lives of families and individuals					
DESCRIPTION					
Respond to the evolving needs of individuals within the community of Burnaby through our program and services offerings. BFL also aims to strengthen leadership within the social service sector and have an even stronger presence in the community of Burnaby.					



**GOAL 2**  
 Goal: Build internal systems that support service delivery

**DESCRIPTION**  
 BFL continues to strengthen our IT infrastructure and provide opportunities for the implementation of new technologies and increased efficiencies in the organization as well as programs and services.

**GOAL 3**  
 Goal: Create equity, diversity and inclusion by actively listening and learning

**DESCRIPTION**  
 Cultivate genuine and authentic opportunities within our organization to understand the impact of our actions and behaviours, and seek ways to truly engage, listen and learn from those that have been historically oppressed. BFL will intentionally lead and influence social change within the community.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	50	85
VOLUNTEER HOURS PER YEAR	1,200	3,500
NUMBER OF VOTING MEMBERS	40	45

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.

BFL brings over 50 years of extensive experience in culturally safe and diversity-oriented programs and services and has always taken a leadership role in Burnaby when it comes to supporting newcomers. BFL has been the lead organization for the Burnaby Intercultural Planning Table, which is the vehicle for the Local Immigration Partnership.

Reflective of the values and beliefs of the organization, BFL's board is composed of a diverse range of leaders that are reflective of the community we serve which allows for diversity of viewpoints that come from different life experiences and cultural backgrounds that strengthen board deliberations and decision-making. BFL has also adopted internal policies to support diversity and inclusion. CONTNIUED IN APPENDICES



**COMMUNITY GRANT APPLICATION**

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

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p><b>\$10,000,000 General Liability Insurance</b> BFL has commercial insurance coverage from April 1, 2022 to April 1, 2024 Total insured value and limit of Liability is \$1,136,878 including business interruptions \$248K, contents 386K and extra expenses 428K. Boiler and Machinery Insurance/Equipment Breakdown Insurance limit of Liability \$799K Professional and General Liability Insurance limit of liability not to exceed \$20 Million (Covers Buildings/Contents Replacement, Bylaw Coverage, Directors and Officers liability, Bodily Injury, Personal Injury, Property Damage, Tenant's Legal Liability, Cross Liability Clause, Non-Owned Automobile</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>We will acknowledge the City of Burnaby with our other funders in our annual report, at our AGM, on social media when applicable, through internal communication, and other external communications as applicable.</p>



**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 IRCC	694489	916742	Y	MovingAhead, LINC, MosaicLINC, LIP
2 PHAC	660392	660392	Y	CAPC, PHAC
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Ministry of Public Safety	395670	395670	Y	Counseling
2 Fraser Health	197173	229797	Y	Counseling STV, POP
3 MCFD/ Gaming	1237152	1019384	Y	FLE, FRP, Childcare, Gaming
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	18000	18000	Y	Administration
2 Burnaby School District	472981	475315	Y	Windsor, Edmonds LINC
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1 Childcare client fees	736932	918608	Y	Montecito, Morley, BS childcare
2				
3				
FUNDRAISING (NET REVENUE)	27577	0	N	
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 CAT program	88315	80000	Y	
2 Misc (BC Center for Ability)	29828		N	
3 other- CPNP	195588	99690		
<b>TOTAL REVENUE</b>	<b>4754097</b>	<b>4813598</b>		



## COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	3626182	3649337	salaries, benefits, RRSP
OFFICE SUPPLIES & EXPENSES	37376	39225	various items
PROGRAM & EVENT SUPPLIES	152023	284405	
ADVERTISING & PROMOTION	5739	4863	focused on programs advertising
TRAVEL & VEHICLES EXPENSES	12151	33442	
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	46575	36813	various licenses
OCCUPANCY COSTS	163351	156325	maintenance, insurance
PROFESSIONAL & CONSULTING FEES	30762	15000	contractor for professional services
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	31445	2700	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	28702	24491	
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Payment to contracted agencies	462887	515931	CAPC funding for POP
2 Contract IT support	61326	101535	IT
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>4658519</b>	<b>4864067</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>95578</b>	<b>-50469</b>	

## 23.58.P Burnaby Family Life Agency Day

### COMMUNITY GRANT APPLICATION- Burnaby Family Life Event Grant Application Appendices

#### **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?**

While the event will immediately benefit the one hundred Burnaby Family Life (BFL) personnel in attendance, the ongoing benefit will be lasting and have a far greater reach. BFL serves approximately 3,000 clients a year and the learnings gained at this professional development opportunity will be an immediate benefit to our existing clients, which are primarily children and newcomer families, as well as future clients and the Burnaby community as a whole.

Professional development for social service workers is essential for the well-being of any community. From improved service quality to enhanced problem-solving abilities, the benefits of continued learning are far-reaching as it impacts the entire community, promoting growth, trust, collaboration, and positive social change.

BFL was founded to support immigrating and struggling families facing new challenges, including lack of connection to community resources, poverty, and absence of gathering places where families could grow their networks. BFL's commitment to serving families and those in our community endures as we continue offering programs and services that foster a sense of belonging for all.

Opportunities like this event allow us as an organization to come together to continue identifying the most pressing needs in the community and adapting our programming and services to meet those needs. Offering programming that is intentional, and important, will lead to more members of the Burnaby community to feel a sense of belonging.

#### **DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM**

BFL Agency Day is a designated day in which personnel engage in various learning opportunities to enhance their professional skills and knowledge. It is a structured approach to professional development, ensuring that personnel stay up to date with trends and changes, participate in meaningful training sessions, and acquire new skills and knowledge that directly contribute to the community through the programs and services BFL offers.

We hope to equip team members with valuable skills and knowledge to empower them to fulfill their roles effectively and contribute to the organization's overall growth. The day will allow teams to learn while also applying strategic thinking, and collaborative efforts, which will help to ensure BFL continues offering effective and impactful programs and services.

This event aims to promote creativity, foster stakeholder connections, and provide a platform for individuals to create meaningful connections and form collaborations. The social services sector in which we operate our services continues to recognize the need for ongoing training and learnings to address the complex social environment.



## 23.58.P Burnaby Family Life Agency Day

According to “Understanding and Dismantling Impacts of Racism on Racialized Communities in Burnaby” a report commissioned by BFL, it was highlighted that immigrants make up 50.38% of Burnaby’s population and Burnaby is now a hyper diverse city, with 67% of the population identifying as visible minorities, the second highest percentage of visible minorities in metro Vancouver and these residents bring their intellectual and artistic talents, cultures, languages, and worldviews from a wide range of countries. Because of this BFL continues to learn and grow to better understand how to respond to the changing social environment and needs of individuals and families in Burnaby.

As a society we all need to continue learning and engaging in Truth and Reconciliation and BFL recognizes many of our clients are immigrants and newcomers who did not have the opportunity to learn about Indigenous history within the Canadian education system. The importance of teaching a true account of Canadian history through cultural knowledge holders is evident throughout the Truth and Reconciliation Commission of Canada Calls to Action, including highlighting the importance for newcomer populations to learn and understand Indigenous history in Canada. This event would allow BFL an opportunity to learn how to integrate Indigenous teachings into our already established Family Support programs and services which offer innovative individual and group support sessions for learning and sharing.

As a Burnaby service provider, we have a social responsibility to create safe spaces for learning, where people can be educated and have space to reflect. Truth and Reconciliation is a shared responsibility of all Canadians, and to take the time to invest in the healing and learning is important. Our work with newcomers often introduces many aspects of integrating into Canadian society and learning what it means to be Canadian and looking through the lens of Truth and Reconciliation is an important part of that. BFL aims to extend our work in the community of Burnaby by exploring the Canadian history within our programming and create dialogue to better understand each other.

### **DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES**

BFL has a vision of a more welcoming and inclusive Burnaby, and we continually look for ways to ensure our programs and services are supporting this. BFL Agency Day is an event that will bring together the entire organization fostering a sense of unity and collaboration and allows personnel from different departments and levels to interact, network, and share ideas.

The agenda will cover a wide range of topics to encourage the exchange of ideas and knowledge across different programs and services. Participants will have the opportunity to learn while gaining valuable insights and practical knowledge. Activities and training topics are designed to be interactive, encouraging participants to actively engage and collaborate.

Our commitment to equity, diversity, inclusion, and reconciliation has led us to grow and learn as an organization and look within how we can better our programs and services specific to EDI. We challenged our own biases to focus on outcomes and we understand that this process must be intentional, continuous, and adaptive and ongoing training is an important part of this process.

Burnaby Together recently developed a Community Response Toolkit and this event would allow an opportunity to share this toolkit with personnel in attendance. We aim to provide step-by-step instruction on how we can teach clients to use the guide designed to help community members and

## 23.58.P Burnaby Family Life Agency Day

stakeholders react promptly and effectively when a discrimination or hate motivated incident occurs. This toolkit has been developed in multiple languages to easily share with our clients.

We also look to provide opportunities to equip parents/caregivers with knowledge, tools, and resources that will promote Truth and Reconciliation. Canada is an indigenous space and devastation created by the residential schools and loss of culture in the Indigenous community is an important part of understanding Canadian history.

We will also devote a portion of the agenda for personnel to learn about changes and trends happening at the city level as well. This could be an opportunity for engaging on the Burnaby 2050: Official Community Plan. Frontline staff have a strong understanding of the priorities within the community and can support civic engagement of their participants within the process.

### **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.**

BFL brings over 50 years of extensive experience in culturally safe and diversity-oriented programs and services and has always taken a leadership role in Burnaby when it comes to supporting newcomers. BFL has been the lead organization for the Burnaby Intercultural Planning Table, which is the vehicle for the Local Immigration Partnership.

Reflective of the values and beliefs of the organization, BFL's board is composed of a diverse range of leaders that are reflective of the community we serve which allows for diversity of viewpoints that come from different life experiences and cultural backgrounds that strengthen board deliberations and decision-making. BFL has also adopted internal policies to support diversity and inclusion.

BFL provides equal opportunity employment and is committed to hiring employees who represent the cultural diversity and first languages of our population. The primary focus of employment equity is the prevention, identification, and removal of discriminatory barriers in our recruitment, hiring, training, retention, career pathing, promotion, and fair compensation practices. Every one of our programs has had to adapt to Burnaby's changing demographics. We have worked very hard, for many years, to hire a staff team that represent the cultural diversity of Burnaby. Collectively our staff speak more than thirty-three different languages and we have adapted programming to reflect the municipality's cultural diversity.

In our delivery of programs and services, we have developed programming that recognizes the cultural diversity of our families and the community. We understand that it is more than celebrating holidays from various cultures but understanding them and integrating them into our everyday activities. Our staff often support newcomers, both individuals and parents adjusting to the parenting expectations and norms here in Canada particularly when they significantly differ from the family's country of origin.

Through the programs that we provide, the relationships made, and the tools learned can allow clients to thrive within the community of Burnaby. Through their experience in the program, we want

## 23.58.P Burnaby Family Life Agency Day

individuals and families to better understand Canadian history and appreciate the value of multicultural diversity.

We also conduct a regular accessibility assessment at all our sites and look at several factors that could limit access. We look at everything from physical accessibility issues to economic factors and transportation access by providing bus tickets to clients. BFL conducts these regular accessibility reviews to address and identify potential issues in accessing programs and services. Including, but not limited to the following potential barriers: visual, mobility, auditory, neurological, cognitive, medical, and psychological. This translates into a report that offers some recommendations to address identified barriers and is followed up on over the year.



## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Leave Out Violence (LOVE) BC Society		
2. ORGANIZATION STREET ADDRESS 2455 Fraser Street, Vancouver, BC V5T 0E6		
3. WEBSITE (IF APPLICABLE) <a href="https://loveorganization.ca/bc/">https://loveorganization.ca/bc/</a>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Lambrini Soulos	PHONE (604) 709-5728	EMAIL giving@loveorganization.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Heather Stoutenburg	PHONE (604) 709-5728	EMAIL giving@loveorganization.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO 0058757	DATE OF INCORPORATION 2011-08-30
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 841769680RR0001	
<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 checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 5,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 58,350.00
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.

Funding from the City of Burnaby will be used within 6 months of receipt. It will be used to offset staff 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?

LOVE's mission is to support youth, age 13-19 facing multiple barriers and have been impacted by physical, emotional and systemic violence to build resilience, overcome challenges and become leaders in their communities. We benefit 280 Burnaby youth directly by helping youth explore the root causes of violence, build work skills (hard and soft), leadership skills, digital & financial literacy, emotional intelligence, and advocacy skills so they can achieve their full potential instead of continuing the cycle of violence and poverty.

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



## 23.59.O Leave Out Violence (LOVE) BC Society 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):

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?



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...)	1		3		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	90		92		
DONATIONS AND SPONSORSHIPS (CASH)	9		5		
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>LOVE has funding from BC Gaming, several foundations such as CKNW Kids Fund, GMR Foundation, John Hardie Mitchell Foundation, Hamber Foundation, the Diamond Foundation, and corporations such as Home Depot and the Cooperators. Every year, we seek new funding opportunities understanding that just because you got support this year, you won't necessarily get it the next. In addition, the goals we have outlined in this application will require additional funding to achieve. We will be actively working to increase our funding research to identify new prospects and partnerships, as well as renew and acquire individual donors.</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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
GRANT - IN-KIND	\$ 0.00	\$ 0.00	\$ 0.00		
PERMISSIVE TAX EXEMPTION	\$ 0.00	\$ 0.00	\$ 0.00		
LEASE GRANT	\$ 0.00	\$ 0.00	\$ 0.00		
OTHER	\$ 0.00	\$ 0.00	\$ 0.00		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1 Increase overall organizational capacity</p>					
<p>DESCRIPTION</p> <p>LOVE intends to achieve this goal by continuing to diversify and increase our funding partnerships through:</p> <ul style="list-style-type: none"> <li>-research of new government, corporate and foundation grantors</li> <li>-identifying new prospective major individual donors</li> <li>-creating policies and procedures for third-party fundraising</li> <li>-formalizing our stewardship and recognition process</li> <li>-purchasing a contact management system to help us track our donors, build stronger relationships with them, schedule grant applications, reporting, and various communications</li> </ul>					



**23.59.O Leave Out Violence (LOVE) BC Society  
COMMUNITY GRANT APPLICATION**

**GOAL 2**

Implementing a Leadership Program in Burnaby

**DESCRIPTION**

This Program has only been held in Vancouver to-date, but youth in Burnaby have shown significant interest in participating. Overall, LOVE's Youth Leadership program provides youth with the skills necessary to guide others, influence opinions and policy, and become role models for their peers and younger generations. This Program can only be taken after completing our Skills for a Successful Future Program or Media Arts Program and is solely focused on re-inforcing and strengthening learned Leadership Skills by spending more time on each component such as: public speaking, workshop development and implementation, advocacy for change, participating in community events, creating team projects, using media arts to share messages of justice and anti-violence, anti-discrimination, and anti-oppression.

**GOAL 3**

Increase our community presence in Burnaby

**DESCRIPTION**

In order to increase our community presence in Burnaby, LOVE intends to:

- increase marketing to additional youth-serving organizations, agencies, and schools for participant recruitment
- participate in community events
- partner with similarly-intentioned organizations to develop meaningful programs
- bring participants in different programs together for discussions and advocacy work

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	8	16
VOLUNTEER HOURS PER YEAR	24	100
NUMBER OF VOTING MEMBERS	38	52

**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.**

LOVE's programs are delivered through the lens and values of anti-oppression, intersectionality, inclusion and safe(r) spaces. This practice of safe(r) youth led and directed programs is a gap in many services. We are committed to serving youth from under-served and marginalized communities particularly Indigenous, black, newcomer, refugee, LGBTQ2S+, gender non-conforming, youth living in care, and youth living in poverty, with a focus on identity, safety, inclusion, and belonging; there are no restrictions to participation, other than age. LOVE's programs are youth-driven; they are involved in every aspect of the organization, from planning and evaluation to organizational development and governance (2 youth sit on the board each year). Staff, board, volunteers and youth have been engaged in decolonizing our work for several years. The board continues to recruit and retain members that are reflective and identify with the diversity of our community.





**COMMUNITY GRANT APPLICATION**

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

We have \$5m in program liability and an additional \$5M liability insurance for the board of directors.

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

LOVE will be pleased to put the City of Burnaby's logo on our website and in our annual report, as well as any communications and promotional materials relating to Program activities, such as brochures, posters, advertisement, new releases and signs . We will also do a shout out on our social media - Facebook 1.1K followers and 540 followers on Instagram.



## 23.59.O Leave Out Violence (LOVE) BC Society 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 <b>2024</b>
3. MONTH FISCAL YEAR BEGINS <b>April</b>

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 BC Gaming	12000	12000		Funding period April/23 to March/24
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	4600	6350		4250 confirmed
IN-KIND SOURCES				4250 confirmed
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Grants	40000	40000		30,000 in-house
2				
3				
<b>TOTAL REVENUE</b>	<b>56600</b>	<b>58350</b>		

23.59.O Leave Out Violence (LOVE) BC Society



COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	27000	27000	Program Facilitator
OFFICE SUPPLIES & EXPENSES	3600	4600	Admin costs
PROGRAM & EVENT SUPPLIES	7250	7500	incl. healthy meals for youth
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS	3200	3200	space rental
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	1000	1000	training for volunteers
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Guest Speakers	6050	5000	subject matter experts
2 Youth honoraria	5500	5500	youth-led workshops
3 Bus Passes for youth	1500	1500	to ensure ride to program/event
4 Evaluation/Reporting	1500	1500	
5 Contingency	00	1550	
<b>TOTAL EXPENDITURES</b>	<b>56600</b>	<b>58350</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	



**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME Leave Out Violence (LOVE) BC Society		
2. ORGANIZATION STREET ADDRESS 2455 Fraser Street, Vancouver, BC V5T 0E6		
3. WEBSITE (IF APPLICABLE) <a href="https://loveorganization.ca/bc/">https://loveorganization.ca/bc/</a>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Lambrini Soulos	PHONE (604) 709-5728	EMAIL giving@loveorganization.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Heather Stoutenburg	PHONE (604) 709-5728	EMAIL giving@loveorganization.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO 0058757	DATE OF INCORPORATION 2011-08-30
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 841769680RR0001	
<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 checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 5,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 58,350.00
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.

Funding from the City of Burnaby will be used within 6 months of receipt. It will be used to offset staff 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?

LOVE's mission is to support youth, age 13-19 facing multiple barriers and have been impacted by physical, emotional and systemic violence to build resilience, overcome challenges and become leaders in their communities. We benefit 280 Burnaby youth directly by helping youth explore the root causes of violence, build work skills (hard and soft), leadership skills, digital & financial literacy, emotional intelligence, and advocacy skills so they can achieve their full potential instead of continuing the cycle of violence and poverty.

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



**23.59.O Leave Out Violence (LOVE) BC Society  
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):

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?



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...)	1		3		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	90		92		
DONATIONS AND SPONSORSHIPS (CASH)	9		5		
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>LOVE has funding from BC Gaming, several foundations such as CKNW Kids Fund, GMR Foundation, John Hardie Mitchell Foundation, Hamber Foundation, the Diamond Foundation, and corporations such as Home Depot and the Cooperators. Every year, we seek new funding opportunities understanding that just because you got support this year, you won't necessarily get it the next. In addition, the goals we have outlined in this application will require additional funding to achieve. We will be actively working to increase our funding research to identify new prospects and partnerships, as well as renew and acquire individual donors.</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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
GRANT - IN-KIND	\$ 0.00	\$ 0.00	\$ 0.00		
PERMISSIVE TAX EXEMPTION	\$ 0.00	\$ 0.00	\$ 0.00		
LEASE GRANT	\$ 0.00	\$ 0.00	\$ 0.00		
OTHER	\$ 0.00	\$ 0.00	\$ 0.00		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1 Increase overall organizational capacity</p>					
<p>DESCRIPTION</p> <p>LOVE intends to achieve this goal by continuing to diversify and increase our funding partnerships through:</p> <ul style="list-style-type: none"> <li>-research of new government, corporate and foundation grantors</li> <li>-identifying new prospective major individual donors</li> <li>-creating policies and procedures for third-party fundraising</li> <li>-formalizing our stewardship and recognition process</li> <li>-purchasing a contact management system to help us track our donors, build stronger relationships with them, schedule grant applications, reporting, and various communications</li> </ul>					



**23.59.O Leave Out Violence (LOVE) BC Society  
COMMUNITY GRANT APPLICATION**

**GOAL 2**

Implementing a Leadership Program in Burnaby

**DESCRIPTION**

This Program has only been held in Vancouver to-date, but youth in Burnaby have shown significant interest in participating. Overall, LOVE's Youth Leadership program provides youth with the skills necessary to guide others, influence opinions and policy, and become role models for their peers and younger generations. This Program can only be taken after completing our Skills for a Successful Future Program or Media Arts Program and is solely focused on re-inforcing and strengthening learned Leadership Skills by spending more time on each component such as: public speaking, workshop development and implementation, advocacy for change, participating in community events, creating team projects, using media arts to share messages of justice and anti-violence, anti-discrimination, and anti-oppression.

**GOAL 3**

Increase our community presence in Burnaby

**DESCRIPTION**

In order to increase our community presence in Burnaby, LOVE intends to:

- increase marketing to additional youth-serving organizations, agencies, and schools for participant recruitment
- participate in community events
- partner with similarly-intentioned organizations to develop meaningful programs
- bring participants in different programs together for discussions and advocacy work

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	8	16
VOLUNTEER HOURS PER YEAR	24	100
NUMBER OF VOTING MEMBERS	38	52

**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.**

LOVE's programs are delivered through the lens and values of anti-oppression, intersectionality, inclusion and safe(r) spaces. This practice of safe(r) youth led and directed programs is a gap in many services. We are committed to serving youth from under-served and marginalized communities particularly Indigenous, black, newcomer, refugee, LGBTQ2S+, gender non-conforming, youth living in care, and youth living in poverty, with a focus on identity, safety, inclusion, and belonging; there are no restrictions to participation, other than age. LOVE's programs are youth-driven; they are involved in every aspect of the organization, from planning and evaluation to organizational development and governance (2 youth sit on the board each year). Staff, board, volunteers and youth have been engaged in decolonizing our work for several years. The board continues to recruit and retain members that are reflective and identify with the diversity of our community.





**COMMUNITY GRANT APPLICATION**

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

We have \$5m in program liability and an additional \$5M liability insurance for the board of directors.

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

LOVE will be pleased to put the City of Burnaby's logo on our website and in our annual report, as well as any communications and promotional materials relating to Program activities, such as brochures, posters, advertisement, new releases and signs . We will also do a shout out on our social media - Facebook 1.1K followers and 540 followers on Instagram.



## 23.59.O Leave Out Violence (LOVE) BC Society 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 <b>2024</b>
3. MONTH FISCAL YEAR BEGINS <b>April</b>

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 BC Gaming	12000	12000		Funding period April/23 to March/24
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	4600	6350		4250 confirmed
IN-KIND SOURCES				4250 confirmed
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Grants	40000	40000		30,000 in-house
2				
3				
<b>TOTAL REVENUE</b>	<b>56600</b>	<b>58350</b>		

23.59.O Leave Out Violence (LOVE) BC Society



COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	27000	27000	Program Facilitator
OFFICE SUPPLIES & EXPENSES	3600	4600	Admin costs
PROGRAM & EVENT SUPPLIES	7250	7500	incl. healthy meals for youth
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS	3200	3200	space rental
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	1000	1000	training for volunteers
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Guest Speakers	6050	5000	subject matter experts
2 Youth honoraria	5500	5500	youth-led workshops
3 Bus Passes for youth	1500	1500	to ensure ride to program/event
4 Evaluation/Reporting	1500	1500	
5 Contingency	00	1550	
<b>TOTAL EXPENDITURES</b>	<b>56600</b>	<b>58350</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	



## 23.61.O Wildlife Rescue Association of BC COMMUNITY GRANT APPLICATION

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME <b>Wildlife Rescue Association of BC</b>		
2. ORGANIZATION STREET ADDRESS <b>5216 Glencarin Drive, Burnaby, BC, V5B 3C1</b>		
3. WEBSITE (IF APPLICABLE) <b>www.wildliferescue.ca</b>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME <b>Coco Fralic</b>	PHONE <b>(604) 545-1841</b>	EMAIL <b>c.fralic@wildliferescue.ca</b>
5. ALTERNATIVE CONTACT PERSON		
NAME <b>Linda Bakker</b>	PHONE <b>(604) 553-3984</b>	EMAIL <b>l.bakker@wildliferescue.ca</b>

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO <b>131373490RR0001</b>	
<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 checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: <b>\$ 10,000.00</b> <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.
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.



## 23.61.O Wildlife Rescue Association of BC 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.

Wildlife Rescue has been operating in Burnaby for 44 years and is a pillar of the community. Every year, more members of the public rely on our services and more wildlife is being helped. This is increasing the operational cost of salaries and supplies. As Wildlife Rescue continues to thrive and support the city through wildlife rescue, rehabilitation services and advice to the public, we hope to use this funding to offset the growing cost of operating out of our location on the shores of Burnaby Lake.

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?

Wildlife Rescue is uniquely positioned to support the City of Burnaby as the only dedicated wildlife rescue and hospital in the region. We have been operating on the shore of Burnaby Lake for 44 years and during that time, hundreds of thousands of Burnaby residents have received direct support. Conservation and education efforts have also enriched the environment of the city at large. In the past year, 43 rescues happened in Burnaby, 561 animal patients were admitted from the City, and 2,809 phone calls were fielded from Burnaby residents and businesses. In addition, 29 HPAI-suspected animals were assisted with by WRA. Removing birds with this Influenza virus prevents larger scale outbreaks and unrest with the residents of Burnaby. WRA also supports The BCSPCA's contracted services in all cases concerning wild animals. All birds, bats, amphibians and reptiles that are injured or orphaned are brought to the WRA for assessment and treatment.

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 N/A	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) N/A	
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 N/A
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES N/A



## 23.61.O Wildlife Rescue Association of BC 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):

N/A

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.

N/A

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?

N/A

### 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)

N/A

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

N/A



## 23.61.O Wildlife Rescue Association of BC 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...)	1	1			
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	23	18			
DONATIONS AND SPONSORSHIPS (CASH)	56	71			
DONATIONS AND SPONSORSHIPS (IN-KIND)	6	5			
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>					
Revenue at Wildlife Rescue is very diversified within the categories provided, with a strong plan in place for growth. The primary strategies include increasing the size of the fundraising team, continuing to build our sponsorship and corporate partnership framework, increasing grant applications, and continuing to grow our donor base. The organization has seen consistent and sustainable growth over the past 7 years and we expect to see that trend continue.					
<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					
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,026.66
LEASE GRANT					
OTHER					
<b>4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.</b>					
<b>GOAL 1</b> Provide rescue and rehabilitation services to Burnaby and the surrounding communities, including field rescues, transportation, release, and other wildlife emergency services.					
<b>DESCRIPTION</b> The rescue services of Wildlife Rescue are supporting individuals and businesses in the community 365 days of the year. Our team is answering hundreds of phone calls, dispatching field rescue teams, arranging transportation, and admitting injured, orphaned, and pollution-impacted animals daily. Field assessments and rescues often happen without animals ever being brought into the facility.					



## 23.61.O Wildlife Rescue Association of BC COMMUNITY GRANT APPLICATION

**GOAL 2**  
Provide education to the general public about co-existing with urban wildlife that increases the welfare of urban wildlife and the people who reside in the city with them.

**DESCRIPTION**  
Through our helpline, website, emails, and educational materials passed out the public, Wildlife Rescue is increasing the public's awareness about critical issues facing BC's wildlife and what they can do to help. Whether it is plastic pollution, or how to properly maintain your bird feeders, Wildlife Rescue provides essential education to the public every year.

**GOAL 3**  
Provide the best possible outcomes for the 5,000+ wild animal patients that are brought to the Wildlife Rescue Animal Hospital each year.

**DESCRIPTION**  
Wildlife Rescue's hospital operates 365 days of the year with hundreds of patients receiving care at a time by dedicated staff and volunteers. Each individual receives customized treatment, nutrition and rehabilitation with the goal of a return to the wild. Successful rehabilitation supports the conservation and health of our local species populations and their environments.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	278	243
VOLUNTEER HOURS PER YEAR	24,714	17,861
NUMBER OF VOTING MEMBERS	274	275

**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.**

All Wildlife Rescue services are free and available to any member of the public who finds wildlife in distress or has questions about wildlife. Our services are available by phone, email, website and in-person. Wildlife Rescue invites and accommodates volunteers, staff, and members of the public to work with us regardless of age, gender, sexuality, or abilities. We provide opportunities for staff and volunteers to express their identities through registration, pronoun identifiers, and group celebrations. Volunteers do not pay fees at Wildlife Rescue, adaptations to their service will be accommodated, and we receive volunteers from around the world.

We currently have two neuro-divergent volunteers supporting Wildlife Rescue, who have been provided enriching opportunities, alongside their aides, to engage with wildlife.





## 23.61.O Wildlife Rescue Association of BC COMMUNITY GRANT APPLICATION

### SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>\$ 3,000,000.00 on general commercial liability, per occurrence, subject to a \$1,000.00 deductible</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>With the City of Burnaby's permission, Wildlife Rescue would acknowledge the City's financial assistance on Wildlife Rescue's website (which in 2022, had 91,756 unique visitors/367,664 webpage views), program communications and promotional materials including digital brochures and posters. We would also be happy to host a cheque presentation, organize a press release as well as arrange social media posts to be shared on Wildlife Rescue's social media accounts.</p>



## 23.61.O Wildlife Rescue Association of BC 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 <b>2023</b>
3. MONTH FISCAL YEAR BEGINS <b>October 2022</b>

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
<b>FEDERAL GOVERNMENT (SPECIFY)</b>				
1 Canada Summer Jobs	192,261	213,875	Y \$139,937	Canada summer jobs funding for 2023
2				
3				
<b>PROVINCIAL GOVERNMENT (SPECIFY)</b>				
1 Community Gaming grant	140,000	140,000	Y	Program funding - 2023 fiscal year
2				
3				
<b>LOCAL GOVERNMENT (SPECIFY)</b>				
1 City of Vancouver		2,730	Y	Animal welfare grant
2				
3				
<b>SPONSORSHIP (SPECIFY)</b>				
1 Sponsorship fee	20,000	25,000	Y \$23,960	
2				
3				
<b>EARNED REVENUE</b>				
1 Retail sales	11,299	13,534	Y \$5,125	
2 Memberships	924	1,155	Y \$323	
3				
<b>FUNDRAISING (NET REVENUE)</b>				
INDIVIDUAL DONATIONS	1,267,174	1,608,780	Y \$982,725	
IN-KIND SOURCES	141,840	45,027	Y \$59,006	
INVESTMENT INCOME	16,738		Y \$23,335	
<b>OTHER SOURCES (SPECIFY)</b>				
1 Foundation contributions	211,853	297,752	Y \$73,641	
2 FortisBC reimbursement	314,127	37,471	Y \$37,741	Gas line project is now complete
3 Miscellaneous		2,388	Y \$3,832	
<b>TOTAL REVENUE</b>	<b>113124216</b>	<b>113834712</b>		Current year confirmed as at July 2023



## 23.61.O Wildlife Rescue Association of BC COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	1,406,630	1,889,035	
OFFICE SUPPLIES & EXPENSES	108,738	81,606	
PROGRAM & EVENT SUPPLIES	83,255	99,649	
ADVERTISING & PROMOTION	149,436	120,970	
TRAVEL & VEHICLES EXPENSES	-	-	
INTEREST AND BANK CHARGES	18,359	25,203	
LICENCES, MEMBERSHIPS, & DUES	2,261	3,387	
OCCUPANCY COSTS	49,351	35,452	
PROFESSIONAL & CONSULTING FEES	34,736	20,000	
CAPITAL PURCHASES & IMPROVEMENTS	41,955	170,903	New data system \$83K
AMORTIZATION OF CAPITALIZED ASSETS	13,687	-	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	1,262	6,000	
CITY SERVICES EXPENSES (SPECIFY)			
1 Property tax	13,992	14,415	
2 Business licence renewal	35	35	
3			
OTHER EXPENSES (SPECIFY)			
1 Donations in kind (mileage and goods)	57,330	45,027	
2 Unrealized losses on investments	3,947		
3 Realized losses on sale of investments	1,280		
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>109788254</b>	<b>115074682</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>3335962</b>	<b>-1239970</b>	Significant maintenance in F23



**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME Burnaby Football Club (BFC)		
2. ORGANIZATION STREET ADDRESS P.O. Box 28509 Willingdon Heights, Burnaby, BC V5C 6J4		
3. WEBSITE (IF APPLICABLE) www.burnabyfc.com		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Lino Santoianni	PHONE 6048686944	EMAIL ncourt00@telus.net
5. ALTERNATIVE CONTACT PERSON		
NAME Nicoletta Santoianni	PHONE 6047098091	EMAIL ncort00@hotmail.com

6. APPLICANT TYPE		
<input type="checkbox"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input type="checkbox"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="checkbox"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" 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 type="checkbox"/> General Grant (Operating) <input type="checkbox"/> General Grant (Programming) <input checked="" type="checkbox"/> Recreational Sport Grant <input type="checkbox"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: 2500.00 <input checked="" type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. 75000	
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 a U17 girls soccer team from Burnaby and play for the Burnaby Football Club (BFC). We qualified for Nationals and will be heading to Moncton New Brunswick in October 2023; we will be representing British Columbia.  
On our team we have 8 players and 2 managers that reside in Burnaby. Receiving these extra funds will help us offset some of the travelling costs.

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 BFC U17 Nationals Trip	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) Moncton, New Brunswick	
3. PROJECT/EVENT/PROGRAM START DATE 2023-10-04	4. PROJECT/EVENT/PROGRAM END DATE 2023-10-09

**SECTION D: PURPOSE OF BENEFIT\***

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM To represent British Columbia at Nationals at the U17 level.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES We will be participating in soccer matches among the best U17 girls teams in the country, with the goal of winning Nationals. This event will include team building and visiting and learning about Moncton, New Brunswick.



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](#)):

This tournament is recognized at the National level and will help support and encourage soccer within Burnaby. BFC is a newly formed organization that has brought together multiple soccer clubs with the objective to teach, train and develop the next generation of high level soccer players. This tournament will display the ongoing soccer talent from Burnaby. Soccer builds teamwork, confidence and community.

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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.

BURNABY FC IS A NEWLY-AMALGAMATED CLUB. WE HAVE REACHED AGREEMENTS WITH BMO, GROSVENOR AND VANCOUVER CANUCKS FOR SHIRT SPONSORS. WE HAVE ALSO PARTNERED WITH STRIVE BRENTWOOD AS A PHYSIOTHERAPY CLINIC. WE HAVE LONG RELATIONSHIPS WITH BURNABY DISTRICT SCHOOL BOARD THROUGH WESBURN, CLIFF AVENUE AND BURNABY GIRLS SOCCER CLUB.

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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 will be having different fundraisers, in Burnaby, to help offset the cost of the trip.

**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)

Our goal will be to win the National title and obtain National exposure for this team. We hope to build stronger friendships, network with other clubs and youths and further develop our skills.

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

OUR HIGH PERFORMANCE TEAMS ARE ASSESSED REGULARLY BY OUR TECHNICAL DIRECTORS AND STAFF COACHES. OUR PLAYERS MUST REGISTER THROUGH THE CLUB REGISTRATION SYSTEM AND PROVIDE PERSONAL DATA SUCH AS MEDICAL CARECARD NUMBERS, ADDRESS, DATES OF BIRTH, GENDER ETC. OUR COACHES AND MANAGERS MUST HAVE CURRENT/VALID CRIMINAL RECORD CHECKS AND OUR COACHES MUST MEET CERTIFICATION (EDUCATION) REQUIREMENTS AS PER BC SOCCER AND CANADA SOCCER.



# 23.62.R Burnaby Football Club (BFC)

## 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...)					
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)					
DONATIONS AND SPONSORSHIPS (CASH)					
DONATIONS AND SPONSORSHIPS (IN-KIND)					
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.					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH					
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
DESCRIPTION					



GOAL 2

DESCRIPTION

GOAL 3

DESCRIPTION

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)		
VOLUNTEER HOURS PER YEAR		
NUMBER OF VOTING MEMBERS		

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.





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

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>AS A MEMBER OF BC SOCCER WE ARE COVERED BY BC SOCCER' S INSURANCE PACKAGE WHICH INCLUDES GENERAL LIABILITY FOR ALL EXECUTIVES, PLAYERS, VOLONTEERS, COACHES AND MANAGERS. IT HAS A LIMIT OF \$5 MILLION.</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>- Social media message - ACKNOWLEDGMENT IN THE FORM OF MENTIONING THE CLUB' S APPRECIATION OF THE CITY' S CONTRIBUTION IN A MEDIA RELEASE TO MEMBERS AND LOCAL AND PROVINCIAL SOCCER COMMUNITY</p>



**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

Organization     Project/Event/Program

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2. FOR THE FISCAL YEAR

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3. MONTH FISCAL YEAR BEGINS

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)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	0	0		



## 23.62.R Burnaby Football Club (BFC)

### 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>	0	0	
<b>CURRENT SURPLUS (DEFICIT)</b>	0	0	