

**EXECUTIVE COMMITTEE OF COUNCIL**

**TO:** *MAYOR AND COUNCILLORS*

**SUBJECT: FESTIVAL BURNABY GRANT APPLICATIONS (23-L-003-006, 23-S-003, 23-N-002-004)**

**RECOMMENDATIONS:**

**1. THAT** the Executive Committee of Council recommend Council approve the following Large Scale Festival Burnaby Grants:

- 23-L-003 Canadian Community Action & Restorative Empowerment Society Bubble Tea Festival on July 7 – 9, 2023 - \$15,000;
- 23-L-004 Heights Merchants Association for Hats Off Day 2023 on June 3, 2023 - \$13,200;
- 23-L-005 Canadian Community Services Association for their annual Chinese Culture Heritage Festival & 15<sup>th</sup> Vancouver Water Splashing Festival on June 24, 2023 - \$16,500; and,
- 23-L-006 Korean Cultural Heritage Society for their 21<sup>st</sup> Annual Korean Cultural Heritage Festival - \$22,000.

**2. THAT** the Executive Committee of Council recommend Council approve the following Small Scale Festival Burnaby Grants:

- 23-S-003 Buja! Fiji Association for their 2023 Fiji Festival - \$6,000;

**3. THAT** the Executive Committee of Council recommend Council approve the following Neighbourhood Event Festival Burnaby Grants:

- 23-N-002 Chetna Association of Canada for for Dr. Ambedkar Day of Equality in Burnaby on April 24, 2023 - \$3,100;
- 23-N-003 St. Francis de Sales Parish for their Spring Fair on May 27, 2023 - \$4,000; and,
- 23-N-004 Ethiopian Community Association of BC for or their Ethiopian Community Summer Festival 2023 on August 19, 2023, at Edmonds Community Centre - \$4,000.

To: Mayor and Councillors  
From: Executive Committee of Council  
Re: Festival Grant Applications  
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## REPORT

The Executive Committee of Council, at its Open meeting held on April 05, 2023, received and adopted the attached report providing information regarding Festival Grant applications received in March 2023.

Arising from discussion, the Executive Committee of Council recommended the following Festival Grants for Council's approval:

	<b>Recommended Amount</b>
<b>23-L-003 – Canadian Community Action &amp; Restorative Empowerment Society</b> <i>Bubble Tea Festival Request: \$25,000</i>	<b>\$15,000</b>
<b>23-L-004 – Heights Merchants Association BIA</b> <i>Hats Off Day Request: \$18,570</i>	<b>\$13,200</b>
<b>23-L-005 – Canadian Community Services Association</b> <i>Chinese Culture Heritage Festival &amp; 15<sup>th</sup> Vancouver Water-Splashing Festival Request: \$25,000</i>	<b>\$16,500</b>
<b>23-L-006 – Korean Cultural Heritage Society</b> <i>21<sup>st</sup> Annual Korean Cultural Heritage Festival</i>	<b>\$22,000</b>
<b>23-S-003 – Bula! Fiji Association of BC</b> <i>2023 Fiji Festival Request: \$6,000</i>	<b>\$6,000</b>
<b>23-N-002 – Chetna Association of Canada</b> <i>Dr. Ambedkar Day of Equality in Burnaby Request: \$3,100</i>	<b>\$3,100</b>
<b>23-N-003 – St. Francis de Sales Parish</b> <i>Spring Fair</i>	<b>\$4,000</b>
<b>23-N-004 – Ethiopian Community Association of British Columbia</b> <i>Ethiopian Community Summer Festival 2023 Request: \$4,000</i>	<b>\$4,000</b>

Respectfully submitted,

Councillor S. Dhaliwal  
Vice Chair

Councillor R. Lee  
Vice Chair

**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** March 10, 2023

**FROM:** GENERAL MANAGER  
PARKS, RECREATION AND CULTURE

**FILE:** 02410-20

**SUBJECT: FESTIVAL BURNABY GRANT APPLICATIONS**

**PURPOSE:** To provide Executive Committee of Council with information regarding Festival Burnaby Grant applications received.

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**RECOMMENDATIONS:**

**THAT** the Executive Committee of Council recommend Council approve the following Large Scale Festival Burnaby Grants:

- 23-L-003 Canadian Community Action & Restorative Empowerment Society Bubble Tea Festival on July 7 – 9, 2023 - \$15,000;
- 23-L-005 Canadian Community Services Association for their annual Chinese Culture Heritage Festival & 15<sup>th</sup> Vancouver Water Splashing Festival on June 24, 2023 - \$16,500;
- 23-L-004 Heights Merchants Association for Hats Off Day 2023 on June 3, 2023 - \$13,200;
- 23-L-006 Korean Cultural Heritage Society for their 21<sup>st</sup> Annual Korean Cultural Heritage Festival - \$22,000;

**THAT** the Executive Committee of Council recommend Council approve the following Small Scale Festival Burnaby Grants:

- 23-S-003 Buja! Fiji Association for their 2023 Fiji Festival - \$6,000;

**THAT** the Executive Committee of Council recommend Council approve the following Neighbourhood Event Festival Burnaby Grants:

- 23-N-002 Chetna Association of Canada for Dr. Ambedkar Day of Equality in Burnaby on April 24, 2023 - \$3,100;

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From: General Manager Parks, Rec and Culture  
Re: Festivals Burnaby Grant  
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- 23-N-004 Ethiopian Community Association of BC for or their Ethiopian Community Summer Festival 2023 on August 19, 2023, at Edmonds Community Centre - \$4,000;
- 23-N-003 St. Francis de Sales Parish for their Spring Fair on May, 27 2023 - \$4,000.

## REPORT

### 1.0 INTRODUCTION & BACKGROUND

#### Large Scale Event Grants:

#### **Canadian Community Action & Restorative Empowerment Society**

Large Scale Event:	Grant File # 23-L-003
Title of Event:	Bubble Tea Festival 2023
Application Received:	February 2, 2023
Project Budget:	\$192,200
Amount Requested:	\$25,000
Previous Support:	N/A (new applicant)

An application request for \$25,000 has been received from the Canadian Community Action & Restorative Empowerment Society for their Bubble Tea Festival on July 7 – 9, 2023 at Swangard Stadium.

The Bubble Tea Festival is a family-oriented, inclusive summer festival, promoting community connection, Asian food and culture and fun through the lens of the popular drink, bubble tea. The Society launched the festival in 2022. This three-day festival celebrates small businesses and shops with booths, vendors, food trucks, movie nights, activities and performances of music and traditional dance. In addition to the programming during the festival, the Society will be organizing year-round activities to complement including a jingle contest, talent competition, mascot design competition and a bubble tea tasting passport experience for all ages.

The Canadian Community Action & Restorative Empowerment Society is a Burnaby based non-profit organization founded in 2019 with the mission and mandate to help youth, start-up business owners and newcomers with settlement and develop their career/businesses in Canada. In addition to the Bubble Tea Festival, the Society hosts Round Table Discussions, Business 101 webinars and runs the Taiwanese-Canadian Scholarship. A team of 20 committee members will oversee the planning of the festival that will attract 11,000-15,000 people. They have plans to recruit and train approximately

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 From: General Manager Parks, Rec and Culture  
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250 volunteers in partnership with the Deer Lake Youth Council. The Society is a new applicant.

**Canadian Community Services Association (CCSA)**

Large Scale Event: Grant File # 23-L-005  
 Title of Event: Chinese Culture Heritage Festival & 15<sup>th</sup> Vancouver Water-Splashing Festival  
 Application Received: March 6, 2023  
 Project Budget: \$90,956  
 Amount Requested: \$25,000  
 Previous Support: 2022 Large Scale Festivals Burnaby Grant \$15,000.00  
 2019 Large Scale Festivals Burnaby Grant \$15,000.00  
 2018 Large Scale Festivals Burnaby Grant \$10,000.00  
 2017 Large Scale Festivals Burnaby Grant \$6,000.00

An application request for \$25,000 has been received from the Canadian Community Services Association (CCSA) for the annual Chinese Culture Heritage Festival & 15<sup>th</sup> Vancouver Water-Splashing Festival on June 24, 2023 at Swangard Stadium.

This festival was established to promote Chinese culture and heritage in the community. The one-day free special event draws an average of over 18,000 people from Burnaby and across the region. Activities include painting, calligraphy, cuisine, folk dance, martial arts. The Society is a recurring grant recipient.

The CCSA has a long-term commitment of serving the local community in Canada. The Association was founded in 2002 and has a membership of over 30,000 individuals, with 7,000 of them living in Burnaby. Their main events are the Vancouver Chinese Spring Festival Celebration and the Cultural Heritage Festival.

**Heights Merchants Association BIA**

Large Scale Event: Grant File # 23-L-004  
 Title of Event: Hats Off Day  
 Application Received: March 11, 2023  
 Project Budget: \$107,175.00  
 Amount Requested: \$18,570  
 Previous Support: 2022 Large Scale Festivals Burnaby Grant \$12,000.00  
 2019 Large Scale Festivals Burnaby Grant \$12,000.00  
 2018 Large Scale Festivals Burnaby Grant \$8,000.00  
 2017 Large Scale Festivals Burnaby Grant \$8,000.00  
 2016 Small Scale Festivals Burnaby Grant \$8,000.00  
 2015 Small Scale Festivals Burnaby Grant \$8,000.00  
 2014 Small Scale Festivals Burnaby Grant \$8,000.00  
 2013 Small Scale Festivals Burnaby Grant \$8,000.00  
 2012 Small Scale Festivals Burnaby Grant \$6,000.00

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2011 Small Scale Festivals Burnaby Grant \$6,000.00

An application request for \$18,570 has been received from the Heights Merchants Association BIA for their Hats Off Day special event on June 3, 2023 taking place on Hastings Street between Boundary and Gamma.

The Hats Off Day is a community event welcoming residents and showcasing the spirit and culture of the North Burnaby area, with Burnaby Heights district as its host and stage. It features live music, entertainment, vintage car show & shine, merchant activities, multicultural food, family programming and the highlight, the Hats Off Day parade that celebrates community members and inclusion. With increased production and supply costs, the Society is requesting a larger grant to support implementation. The businesses and sponsors contribute a significant in-kind value to making the festival a success.

The Heights Merchants Association was established in 1994 to help the district become and remain economically viable in the face of growing competition from major malls and big box stores and to overcome the impact of the HOV Lane and loss of parking.

Over the years, the Hats Off Day special event has become the largest street festival in Burnaby. The event features 11-block street festival, live music, multicultural food and other family activities.

**Korean Cultural Heritage Society**

Large Scale Event:	Grant File # 23-L-006	
Title of Event:	21 <sup>st</sup> Annual Korean Cultural Heritage Festival	
Application Received:	2023 March 13	
Project Budget:	\$102,000	
Amount Requested:	\$25,000	
Previous Support:	2022 Small Scale Festivals Burnaby Grant	\$12,000.00
	2019 Large Scale Festivals Burnaby Grant	\$20,000.00
	2018 Large Scale Festivals Burnaby Grant	\$20,000.00
	2017 Large Scale Festivals Burnaby Grant	\$20,000.00
	2016 Large Scale Festivals Burnaby Grant	\$17,000.00
	2015 Large Scale Festivals Burnaby Grant	\$16,000.00
	2014 Large Scale Festivals Burnaby Grant	\$15,000.00

An application request for \$25,000 has been received from the Korean Cultural Heritage Society (KCHS) for their 21<sup>st</sup> Annual Korean Cultural Heritage Festival on 17 June 2023 at Swangard Stadium. The festival celebrates Korean culture and multiculturalism in the Lower Mainland. With programming made up of fine art and craft, food, traditional and modern dance and music performances by different ethnic groups, Taekwondo and martial arts performances and a K-Pop talent contest, the special event is estimated to attract approximately 30,000 attendees. The Society is a recurring grant recipient.

The Korean Cultural Heritage Society (KCHS) is a non-profit organization with over 100 volunteers that serves to promote multiculturalism and celebrate the Korean culture and heritage. Since 2002, the Society's main project has been the annual Korean Cultural Heritage Festival, which has grown to be one of the largest multicultural festivals in Metro Vancouver. They have established a few community partnerships with small businesses locally and overseas with the main sponsor being TD Bank.

**Small Scale Event Grant:**

**Buja! Fiji Association of BC**

Small Scale Event:	Grant File # 23-S-003	
Title of Event:	2023 Fiji Festival	
Application Received:	February 17, 2023	
Project Budget:	\$16,750.00	
Amount Requested:	\$6,000	
Previous Support:	2022 Small Scale Festivals Burnaby Grant	\$5,344.00
	2019 Small Scale Festivals Burnaby Grant	\$6,000.00
	2018 Small Scale Festivals Burnaby Grant	\$4,000.00
	2017 Small Scale Festivals Burnaby Grant	\$4,000.00
	2016 Neighbourhood Festival Burnaby Grant	\$4,000.00
	2015 Small Scale Festivals Burnaby Grant	\$4,000.00
	2014 Small Scale Festivals Burnaby Grant	\$4,000.00
	2013 Neighbourhood Festivals Burnaby Grant	\$4,000.00
	2012 Small Scale Festivals Burnaby Grant	\$4,000.00
	2011 Small Scale Festivals Burnaby Grant	\$4,000.00

An application request for \$6,000 has been received from the Bula! Fiji Association of BC for their annual Fiji Festival to be held on 2023 July 15 at Swangard Stadium. The main objective of the Fiji Festival is to celebrate Fijian culture, traditions and customs with the community. This annual festival features cultural dance and music performances, games, food and entertainment. This family oriented event promotes Fijian culture and heritage within the members and youth of their own community and the broader public.

Buja! Fiji Association of BC initiated the first Fiji Festival in 1999 to celebrate Fijian culture and to keep the Fijian community connected. First held at various schools and the Greek Church, the festival has grown its attendance, support and recognition over the years and is now held at the Swangard Stadium. Last year the festival attracted over 5,000 people. The Association hopes to celebrate this year with even more families from diverse cultures across Burnaby and Metro Vancouver.

**Neighbourhood Event Grants:**

**Chetna Association of Canada**

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Neighbourhood Event: Grant File #23-N-002  
Title of Event: Dr. Ambedkar Day of Equality in Burnaby  
Application Received: February 6, 2023  
Project Budget: \$10,000  
Amount Requested: \$3,100  
Previous Support: N/A (New)

An application request for \$3,100 has been received from the Chetna Association of Canada for their Dr. Ambedkar Day of Equality in Burnaby on April 24, 2023 at Simon Fraser University Burnaby campus. This Festival is a celebration of diversity, heritage and inclusion. Honoring the Day of Dr. Ambedkar in Canada, this symposium and celebration will enhance awareness of why equality matters for all, enhance sense of belonging and acceptance for everyone. The community celebration will include greetings by dignitaries, garlanding the Dr. Ambedkar bronze bust, food, music, and songs, which will be free for students, faculty and residents.

Since its formation in 2003 the Chetna Association of Canada has led and facilitated small and large special events in the Lower Mainland, building communities and democracies in the spirit of Dr. Ambedkar. The Association has been organizing conferences since 2003 and providing educational lectures and special events. The estimated attendance is approximately 100 attendees. The Association is a new applicant.

### **Ethiopian Community Association of British Columbia**

Neighbourhood Event: Grant File # 23-N-004  
Title of Event: Ethiopian Community Summer Festival 2023  
Application Received: January 16, 2023  
Project Budget: \$13,000  
Amount Requested: \$4,000  
Previous Support: 2016 Small Scale Festivals Burnaby Grant \$2,500  
2015 Small Scale Festivals Burnaby Grant \$2,500  
2014 Small Scale Festivals Burnaby Grant \$3,000  
2013 Neighbourhood Festivals Burnaby Grant \$3,000  
2012 Neighbourhood Festivals Burnaby Grant \$3,000  
2011 Small Scale Festivals Burnaby Grant \$4,500

An application request for \$4,000 has been received the Ethiopian Community Association of British Columbia for their Ethiopian Community Summer Festival 2023 on August 19, 2023 at Edmonds Community Centre. The family oriented festival is a community-building arts and culture event, promoting Ethiopian culture and heritage, inclusion and the integration of Ethio-Canadians in B.C. This event aims to attract over 1,000 residents and visitors of all ages and backgrounds, celebrating Ethio-Canadian culture with relevant programming, cultural dance, performance, a traditional coffee ceremony, food vendors and samplings, a children's tent and beer tent.



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The Ethiopian Community Association of B.C. aims to support residents, asylum claimants, refugees and landed immigrants particularly from, but not limited to, Ethiopia. Their focus lies in advancing the living status and social integration of Ethio-immigrants, refugees and asylum seekers during their transitional time of first arrival and settlement. The Association is a recurring grant applicant.

### **St. Francis de Sales Parish**

Neighbourhood Event: Grant File # 23-N-003  
Title of Event: St. Francis de Sales Parish Spring Fair  
Application Received: February 13, 2023  
Project Budget: \$10,000  
Amount Requested: \$4,000  
Previous Support: N/A (New)

An application request for \$4,000 has been received from St. Francis de Sales Parish for their Spring Fair on May 27, 2023 to be held at the school and parish. The Spring Fair is a celebration of the 90<sup>th</sup> anniversary of the parish and the role it has played in Burnaby. It will be showcasing the diversity of the community, parish and school through carnival like festivities, music, games, food trucks and attractions. This family oriented special event will be a celebration of our diverse communities after the restrictions during the past few years of the pandemic and open to the public.

St. Francis de Sales Parish is focusing on creating and using dynamic learning opportunities to develop their students into resilient leaders who lead by example and thrive in a global community. The parish began with 14 families 90 years ago this year and now welcomes more than 1,000+ families with a school over 250 students. The parish serves as a home for a number of groups whose aim is to serve the whole community including programs that help those in need and unhoused. They held smaller fairs in the past and took a hiatus during the pandemic. The proposed expanded fair is an opportunity for outreach to the wider community that allows for affordable and/or free participation by all residents in the neighbourhood areas. The estimated attendance is approximately 1,000 attendees. The parish is a new applicant.

## **2.0 FINANCIAL CONSIDERATIONS**

The City's annual Festivals Grant allocation is \$250,000 for 2023, which contributes towards eligible expenses for special event organizers including programming, marketing /promotions, and venue/equipment rental. The grant funds are also vital to support cultural groups as they plan special events and recover from the COVID-19 pandemic. These festivals make our community vibrant, strengthen our sense of pride and belonging and draw both local audiences and visitors.

At the February 2023 Executive Committee meeting, \$32,500 was approved for eligible applicants and their upcoming festivals. The balance available in this year's Festivals

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Burnaby grant is \$215,500. Please note neighbourhood scale festivals will continue to be submitted throughout the year except July & August and the last intake for small and large scale festivals is October 15 for festivals & special events taking place in January through June 2024.

### 3.0 POLICY CONTEXT

The grant application requests being received in this report are 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.

### 4.0 RECOMMENDATION

The applications have been completed in full and the applicants have shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, venue and equipment, marketing/promotions and administration.



Mary Morrison-Clark  
GENERAL MANAGER PARKS, RECREATION AND CULTURE

YC:bp:tc



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festivals and Special Events: Large Scale**

Read the **grant guidelines** before beginning this application form.  
 Please respond to all questions and attach additional pages as required.

**I. APPLICANT DETAILS**

Name of Registered Non-Profit Society or Group: Canadian Community Action & Restorative Empowerment Society

Name for Cheque Issue (if different than above):

Society Number: S0071917 Charity:

Mailing Address: 4035 Brandon Street City: Burnaby

Province: BC Postal Code: V5G 2P7

Organization Contact Name: Eric Yang

Position in Organization: Chairman

Home Phone: Business Phone:

Cell Phone: 778-882-8765 Email: chairman@canadiancares.ca

Website (if applicable): www.vanbubbleteafest.ca

Secondary Contact Name: Sandy Yang

Position in Organization: Vice President

Home Phone: Business Phone:

Cell Phone: Email: yits66@gmail.com

**II. PROJECT SUMMARY**

Title of project you are requesting funding for: Bubble Tea Festival 2023

Project Summary:  existing  new

Project summary:  
 (Describe the project - maximum 50 words)

Bubble Tea Festival is an annual 3-day family oriented festival with the theme of world famous drink - bubble tea. In addition visitors can enjoy street foods, music, stage performances, sining contests and super car show upon the festival.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events: Large Scale

II. PROJECT SUMMARY (continued)

Grant Amount Requested: \$25,000

Event Dates From: 07/07/23 To: 07/09/23
mm/dd/yy mm/dd/yy

Event Time: 12pm

Event Location: Swangard Stadium

Estimated Attendance: 11,000~15,000

Are you making this application as a sponsor for another group or organization? yes no

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address: City:

Province: Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone: Business Phone:

Cell Phone: Email:

III. PROJECT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 6 pages):

- why is funding needed?
- who is your target audience?
- have you formed any partnerships for this event?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity
- provide a project plan for the event and information about your organization's ability to carry out and complete the project
- what are the criteria you will use to evaluate your event's results and how will you measure success?

IV. PROJECT BUDGET

List all revenue and expenses related to the proposed project on the Budget Form. Refer to the Budget Guidelines for specific budget information.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festival and Special Events - Large Scale

V. ORGANIZATIONAL DESCRIPTION

What is your organization's mission/mandate? (maximum 50 words)

Our mission is to help youth, start-up business owners and newcomers settle down and develop their careers/businesses in Canada.

What is your organization's annual operating budget?

\$50,000

Please provide a brief history of your organization and describe its role in Burnaby (maximum 50 words)

CCARES is resided in Burnaby. About 70% of our members are from Burnaby as well. Our events support local businesses and draw visitors to Burnaby.

Please provide or attach, a list of your current Board of Directors (if you are a registered non-profit society).

Eric Yang, Ruskin Chiang, Carrie Chien, Sandy Yang, Grace Chan, Alen Yang, Jeffrey Lin, Brian Hsieh, Teresa Chiang

How many voting/non-voting members do you have in your society/organization?

48

How many paid staff does your organization employ?

Full Time

0

Part Time

1~2

Please provide or attach, a list of paid staff names and job titles.

Nelson Lam - Coordinator

How many active volunteers (board and non-board) do you have?

18

How many volunteer hours are contributed on an annual basis?

1500 hours

Provide a BRIEF summary of your organization's typical annual programming and activities.

Round Table Discussion, Taiwanese-Canadian Scholarship, Business 101 Webinar, Bubble Tea Festival

Do you anticipate any financial hurdles/barriers to complete this project? Please describe. (maximum 50 words)

All costs have been raised after the pandemic. Businesses are still suffering which make it more difficult for us to find enough sponsors to cover the costs.

How do you typically recognize support for your organization? What can the City of Burnaby expect as far as recognition?

1. Logo on official website & festival T-shirts (200 pcs), LED screen on-site, event booklet (10,000 copies) and all printing/advertising materials
2. Name recognition on stage
3. On-site booth 4. Banner on-site

How will your organization ensure your festival/event is accessible and inclusive?

CCARES has been collaborating with varies ethnic groups in different parts of the festival. We have Taiwan and Indonesian trade centre, performances from China, Japan and Korea, as well as local dancing company.



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**

Festivals and Special Events - Large Scale Events

**VI. SUPPORT MATERIAL**

- Resumes for participating artists (maximum - 3 pages each)
- Other material to support application (i.e. past programs; press and/or collateral materials)
- Most recent Year End Financial Report

**VII. DECLARATION**

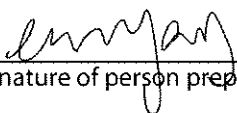
**Part A**

I, the understated, certify that the statements and information contained in this application are accurate and complete.

**Part B**

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

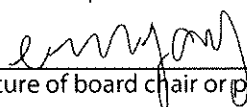
- provide the City of Burnaby with a revised budget if the approved grant amount is less than the requested amount,
- spend the money as proposed in the budget,
- consult with the City of Burnaby about any major changes to the project that become necessary including significant budget revisions,
- acknowledge the support of the City of Burnaby when possible and appropriate, and
- provide the City of Burnaby with a final report, including a financial report that explains how the grant was spent.

  
 \_\_\_\_\_  
 signature of person preparing grant

Eric Yang  
 \_\_\_\_\_  
 name

Chairman  
 \_\_\_\_\_  
 position with organization

February 2nd, 2023  
 \_\_\_\_\_  
 date

  
 \_\_\_\_\_  
 signature of board chair or president

Eric Yang  
 \_\_\_\_\_  
 name

February 2nd, 2023  
 \_\_\_\_\_  
 date

**Print Form**



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events: Large Scale

Read the grant guidelines before beginning this application form.
Please respond to all questions and attach additional pages as required.

I. APPLICANT DETAILS

Name of Registered Non-Profit Society or Group: Heights Merchants Association BIA

Name for Cheque Issue (if different than above): Heights Merchants Association

Society Number: S-31943 Charity:

Mailing Address: 4019 Hastings St. City: Burnaby

Province: BC Postal Code: V5C 2J1

Organization Contact Name: Isabel Kolic

Position in Organization: Executive Director

Home Phone: Business Phone: 694-294-9060

Cell Phone: Email: isabel@burnabyheights.com

Website (if applicable): www.burnabyheights.com

Secondary Contact Name: Valerie Pham

Position in Organization: Board Treasurer

Home Phone: Business Phone: 604-294-8899

Cell Phone: Email: valerie@burnabyheights.com

II. PROJECT SUMMARY

Title of project you are requesting funding for: Hats Off Day 2023

Project Summary: [radio button] existing [radio button] new

Project summary: (Describe the project - maximum 50 words)

Hats Off Day is back with its first parade since 2019 (no parade in 2022). We will offer the 9th Family Fun Dash, 11-block street fest, live music, entertainment (roving and fixed), vintage car Show & Shine, multicultural food, kids and family programming - all hosted by the HMA, merchants on the street, together with local Burnaby community groups and City of Burnaby departments.



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festivals and Special Events: Large Scale**

**II. PROJECT SUMMARY (continued)**

Grant Amount Requested:

Event Dates From:  To:   
*mm/dd/yy mm/dd/yy*

Event Time:

Event Location:

Estimated Attendance:

Are you making this application as a sponsor for another group or organization?  yes  no

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address:  City:

Province:  Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone:  Business Phone:

Cell Phone:  Email:

**III. PROJECT PROPOSAL**

Please attach a description of the project touching on the following key points (maximum 6 pages):

- why is funding needed?
- who is your target audience?
- have you formed any partnerships for this event?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity
- provide a project plan for the event and information about your organization's ability to carry out and complete the project
- what are the criteria you will use to evaluate your event's results and how will you measure success?

**IV. PROJECT BUDGET**

List all **revenue** and **expenses** related to the proposed project on the **Budget Form**. Refer to the **Budget Guidelines** for specific budget information.





**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festival and Special Events - Large Scale**

**V. ORGANIZATIONAL DESCRIPTION**

What is your organization's mission/mandate?  
(maximum 50 words)

To create and promote the economic development of the Heights commercial district in cooperation with our community.

What is your organization's annual operating budget?

Levy from merchants is \$292,802. Total budget is \$375,000 in 2023-2024.

Please provide a brief history of your organization and describe its role in Burnaby  
(maximum 50 words)

The HMA was established in 1994 to help the district become and remain economically viable in the face of growing competition from major malls and big box stores, and overcome the impact of the HOV Lane and loss of parking.

Please provide or attach, a list of your current Board of Directors (if you are a registered non-profit society).

Attached.

How many voting/non-voting members do you have in your society/organization?

520 (see note)

How many paid staff does your organization employ?

Full Time

2

Part Time

.5

Please provide or attach, a list of paid staff names and job titles.

Attached

How many active volunteers (board and non-board) do you have?

11

How many volunteer hours are contributed on an annual basis?

unknown

Provide a BRIEF summary of your organization's typical annual programming and activities.

Approx 6 public events (Hats Off Day is biggest, all others much smaller). Two small member events (AGM & Mixer). Various marketing, website, social media, public art, litter pick-up, placemaking, revitalization, problem-solving.

Do you anticipate any financial hurdles/barriers to complete this project? Please describe.  
(maximum 50 words)

Hats Off Day is extremely taxing on our organization. Inflation is high, our budget cannot keep up. The "Central Stage", well received in 2022, is financially challenging. We cannot stage one of the region's hallmark events without the City

How do you typically recognize support for your organization? What can the City of Burnaby expect as far as recognition?

We highlight the City of Burnaby with pride as lead supporter and partner. This is shown on all our materials and in media exposure of the event. A special "Thank You" banner is in the parade. The Festivals Grant appears on everything.

How will your organization ensure your festival/event is accessible and inclusive?

We have special spots for disabled parking, we have special portapotties for disabled washrooms. We actively invite different cultural groups, incl local indigenous groups, to take part.



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**

Festivals and Special Events - Large Scale Events

**VI. SUPPORT MATERIAL**

- Resumes for participating artists (maximum - 3 pages each)
- Other material to support application (i.e. past programs; press and/or collateral materials)
- Most recent Year End Financial Report

**VII. DECLARATION**

**Part A**

I, the understated, certify that the statements and information contained in this application are accurate and complete.

**Part B**

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the City of Burnaby with a revised budget if the approved grant amount is less than the requested amount,
- spend the money as proposed in the budget,
- consult with the City of Burnaby about any major changes to the project that become necessary including significant budget revisions,
- acknowledge the support of the City of Burnaby when possible and appropriate, and
- provide the City of Burnaby with a final report, including a financial report that explains how the grant was spent.

signature of person preparing grant

Isabel Kolic

name

Executive Director

position with organization

March 10, 2023

date

signature of board chair or president

Nelson Chow

name

March 10, 2023

date



# FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION

## Festivals and Special Events: Large Scale

Read the **grant guidelines** before beginning this application form.  
Please respond to all questions and attach additional pages as required.

### I. APPLICANT DETAILS

Name of Registered Non-Profit Society or Group:

Name for Cheque Issue (if different than above)

Society Number:  Charity:

Mailing Address:  City:

Province:  Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone:  Business Phone:

Cell Phone:  Email:

Website (if applicable):

Secondary Contact Name:

Position in Organization:

Home Phone:  Business Phone:

Cell Phone:  Email:

### II. PROJECT SUMMARY

Title of project you are requesting funding for:

Project Summary:  existing  new

Project summary:  
(Describe the project - **maximum 50 words**)

This event is one of the biggest Asian activity especially for Chinese community. We average received 18000 people each year. It will be free for public, and we will organize painting and Calligraphy, cuisine, folk dance, matial arts (Taijiquan performance) to present chinese culture to community audience.



# FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION

## Festivals and Special Events: Large Scale

### II. PROJECT SUMMARY (continued)

Grant Amount Requested:

Event Dates From:  To:   
*mm/dd/yy* *mm/dd/yy*

Event Time:

Event Location:

Estimated Attendance:

Are you making this application as a sponsor for another group or organization?  yes  no

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address:  City:

Province:  Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone:  Business Phone:

Cell Phone:  Email:

### III. PROJECT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 6 pages):

- why is funding needed?
- who is your target audience?
- have you formed any partnerships for this event?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity
- provide a project plan for the event and information about your organization's ability to carry out and complete the project
- what are the criteria you will use to evaluate your event's results and how will you measure success?

### IV. PROJECT BUDGET

List all **revenue** and **expenses** related to the proposed project on the **Budget Form**. Refer to the **Budget Guidelines** for specific budget information.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festival and Special Events - Large Scale

V. ORGANIZATIONAL DESCRIPTION

What is your organization's mission/mandate? (maximum 50 words) The CCSA has a long-term commitment of serving the local community in Canada, and promoting the communication and cooperation among groups

What is your organization's annual operating budget? about 400000

Please provide a brief history of your organization and describe its role in Burnaby (maximum 50 words) CCSA was found in 2002, registered as a non-profit, non-religious and non-political NGO, and has developed its membership with over 30,000 people. There are over 7000 members in Burnaby, so we set our biggest event here

Please provide or attach, a list of your current Board of Directors (if you are a registered non-profit society). President: Harris Niu; Executive President: Max Tusi; Vice-President: Xu Hong, Na liu, Peter Fu, Corinna Zeng, Chang Yu, Tai Jiang, Lenny Li,

How many voting/non-voting members do you have in your society/organization? over 16000

How many paid staff does your organization employ? Full Time 1 Part Time

Please provide or attach, a list of paid staff names and job titles. Bo Jiang Secretary

How many active volunteers (board and non-board) do you have? 50+

How many volunteer hours are contributed on an annual basis? 200+

Provide a BRIEF summary of your organization's typical annual programming and activities. twenty one Vancouver Chinese Spring Festival Celebrations (Banquet for thousands of people), eight consecutive Chinese Cultural Heritage Festivals have

Do you anticipate any financial hurdles/barriers to complete this project? Please describe. (maximum 50 words) We need a lot of money to pay the venue rent, equipment rent, stage and booth installation costs, equipment transportation costs, 1000+staff meals, publicity costs, food and catering equipment rental costs and so on.

How do you typically recognize support for your organization? What can the City of Burnaby expect as far as recognition? Our project can attract a large number of non-local residents to visit Burnaby, which not only improves the understanding of the city, but also stimulates local consumption, thus attracting many people who love the city to live or invest here.

How will your organization ensure your festival/event is accessible and inclusive? All activities of CCSA are based on multiculturalism and open to the public for free. More than 20 years of experience in event organization, well-trained core te



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events - Large Scale Events

VI. SUPPORT MATERIAL

- Resumes for participating artists (maximum - 3 pages each)
Other material to support application (i.e. past programs; press and/or collateral materials)
Most recent Year End Financial Report

VII. DECLARATION

Part A

I, the understated, certify that the statements and information contained in this application are accurate and complete.

Part B

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the City of Burnaby with a revised budget if the approved grant amount is less than the requested amount,
- spend the money as proposed in the budget,
- consult with the City of Burnaby about any major changes to the project that become necessary including significant budget revisions,
- acknowledge the support of the City of Burnaby when possible and appropriate, and
- provide the City of Burnaby with a final report, including a financial report that explains how the grant was spent.

BJ

signature of person preparing grant

[Handwritten signature]

signature of board chair or president

Bo Jiang

name

Secretary

position with organization

Mar 1, 2023

date

Harris Niu

name

Mar 1, 2023

date

Print Form



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festivals and Special Events: Large Scale**

Read the grant guidelines before beginning this application form.  
Please respond to all questions and attach additional pages as required.

**I. APPLICANT DETAILS**

Name of Registered Non-Profit Society or Group: **KOREAN CULTURAL HERITAGE SOCIETY**

Name for Cheque Issue (if different than above)

Society Number: **S0052261** Charity:

Mailing Address: **205-9623 Manchester Dr.** City: **Burnaby**

Province: **BC** Postal Code: **V3N 4Y8**

Organization Contact Name: **DONGWHEE SHIN**

Position in Organization: **PRESIDENT**

Home Phone: **604-229-0424** Business Phone:

Cell Phone: **778-386-8503** Email: **pnpvvs@hotmail.com**

Website (if applicable): **www.koreanculture.ca**

Secondary Contact Name: **TAEDONG OH**

Position in Organization: **Vice President**

Home Phone: Business Phone:

Cell Phone: **604-319-7748** Email: **jonathanoh15@hotmail.com**

**II. PROJECT SUMMARY**

Title of project you are requesting funding for: **21TH ANNUAL KOREAN CULTURAL HERITAGE FESTIVAL**

Project Summary:  existing  new

Project summary:  
(Describe the project - maximum 50 words)

The Korean Festival will be held on June 17th, 2023 at Swangard Stadium. Our festival will not only have Korean traditional and modern culture themes but also have multicultural performances by Chinese dance group, Indonesian dance group and Phillipno dance group.



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festivals and Special Events: Large Scale**

**II. PROJECT SUMMARY (continued)**

Grant Amount Requested:

Event Dates From:  To:   
*mm/dd/yy mm/dd/yy*

Event Time:

Event Location:

Estimated Attendance:

Are you making this application as a sponsor for another group or organization?  yes  no

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address:  City:

Province:  Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone:  Business Phone:

Cell Phone:  Email:

**III. PROJECT PROPOSAL**

Please attach a description of the project touching on the following key points (maximum 6 pages):

- why is funding needed?
- who is your target audience?
- have you formed any partnerships for this event?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity
- provide a project plan for the event and information about your organization's ability to carry out and complete the project
- what are the criteria you will use to evaluate your event's results and how will you measure success?

**IV. PROJECT BUDGET**

List all revenue and expenses related to the proposed project on the Budget Form. Refer to the Budget Guidelines for specific budget information.





**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festival and Special Events - Large Scale**

**V. ORGANIZATIONAL DESCRIPTION**

What is your organization's mission/mandate?  
(maximum 50 words)

Through the Korean Festival, Canadians understand for multiculturalism and homogeneity of multi nations of Canada.

What is your organization's annual operating budget?

\$110,000

Please provide a brief history of your organization and describe its role in Burnaby  
(maximum 50 words)

Over last 6 years, the Korean Cultural Heritage Festival at Swangard Stadium had successes of captivating an audience of around 30,000 people each year.

Please provide or attach, a list of your current Board of Directors (if you are a registered non-profit society).

Dongwee Shin, Taedong Oh, Sukyoung Suh, Pilwon Suk, Mike Suk, Sunghwan Kim, Youngnam Kim, Ingon Moon, Jintaek Shim, Justin Shim

How many voting/non-voting members do you have in your society/organization?

10

How many paid staff does your organization employ?

Full Time

0

Part Time

0

Please provide or attach, a list of paid staff names and job titles.

[Empty box for staff list]

How many active volunteers (board and non-board) do you have?

180

How many volunteer hours are contributed on an annual basis?

1440

Provide a BRIEF summary of your organization's typical annual programming and activities.

The Korean Cultural Heritage Society hosting the Korean Cultural Heritage Festival has been every year since 2002.

Do you anticipate any financial hurdles/barriers to complete this project? Please describe.  
(maximum 50 words)

TD bank and Burnaby city are main sponsors for the festival. Without the TD and Burnaby city sponsorships, the festival can't be held. We also have business groups which participate in booths and advertisements on the program pamphlet.

How do you typically recognize support for your organization? What can the City of Burnaby expect as far as recognition?

Main sponsors will be recognized on the posters, flyers, program booklets and newspapers. Also, Burnaby city mayor and councillors will be recognized at Swangard stadium on the festival day.

How will your organization ensure your festival/event is accessible and inclusive?

We will run advertisements in many news medias for 3 months. With the posters and flyers for the festival, free admission, place and date will be known to the general public.



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
Festivals and Special Events - Large Scale Events

**VI. SUPPORT MATERIAL**

- Resumes for participating artists (maximum - 3 pages each)
- Other material to support application (i.e. past programs; press and/or collateral materials)
- Most recent Year End Financial Report

**VII. DECLARATION**

**Part A**

I, the undersigned, certify that the statements and information contained in this application are accurate and complete.

**Part B**

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the City of Burnaby with a revised budget if the approved grant amount is less than the requested amount,
- spend the money as proposed in the budget,
- consult with the City of Burnaby about any major changes to the project that become necessary including significant budget revisions,
- acknowledge the support of the City of Burnaby when possible and appropriate, and
- provide the City of Burnaby with a final report, including a financial report that explains how the grant was spent.

*Q EN*

signature of person preparing grant

TAEDONG OH  
name

VICE PRESIDENT  
position with organization

03/13/23  
date

*Donghee Shin*

signature of board chair or president

DONGWHEE SHIN  
name

03/13/23  
date

Print Form



# FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION

## Festivals and Special Events: Small Scale

Read the [grant guidelines](#) before beginning this application form.  
Please respond to all questions and attach additional pages as required.

### I. APPLICANT DETAILS

Name of Registered Non-Profit Society or Group:	Bula! Fiji Association of BC		
Name for Cheque Issue (if different than above)			
Society Number:	S-041964	Charity Number:	
Mailing Address:	11166-159th Street	City:	Surrey
Province:	BC	Postal Code:	V4N 1H7
Organization Contact Name:	Vina Prakash		
Position in Organization :	President		
Home Phone:	604 434-3920	Business Phone:	
Cell Phone:	778 688-8462	Email:	Jaifiji@yahoo.com
Website (if applicable) :			
Secondary Contact Name:	Prakash Maharaj		
Position in Organization :	Vice President		
Home Phone:	778 788-0007	Business Phone:	
Cell Phone:	778 788-0007	Email:	

### II. PROJECT SUMMARY

Title of project you are requesting funding for:	Fiji Festival
Type of project:	<input checked="" type="radio"/> existing <input type="radio"/> new
Project Summary: (Describe the project - <b>maximum 50 words</b> )	The first Fiji Festival was held in 1999 and has been taking place since as an Annual festival. Other Communities join in this "FREE" event to celebrate our Fijian Culture, traditions and customs. Young and old gather together to laugh , dance and enjoy this day with families and friends.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festival and Special Events: Small Scale

II. PROJECT SUMMARY (continued)

Grant Amount Requested: \$6,000.00

Event Dates: From: July 15, 2023 To: July 15, 2023
mm/dd/yy mm/dd/yy

Event Time: 10am-7pm

Event Location: Swangard Stadium, Burnaby, BC

Estimated Attendance: 7,000

Are you making this application as a sponsor for another group or organization? yes no

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address: City:

Province: Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone: Business Phone:

Cell Phone: Email:

III. PROJECT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 4 pages):

- why is funding needed?
- who is your target audience?
- have you formed any partnerships for this event?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity.
- provide a project plan for the event and information about your organization's ability to carry out and complete the project.
- what are the criteria you will use to evaluate your event's results and how will you measure success?

IV. PROJECT BUDGET

List all revenue and expenses related to the proposed project on the Budget Form. Refer to the Budget Guidelines for specific budget information.



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Festivals and Special Events: Small Scale**

**V. ORGANIZATIONAL DESCRIPTION**

What is your organization's mission/mandate?  
**(maximum 50 words)** Expose our Fijian culture, customs to our youth who are born and raised in Canada and to members of other communities. Celebrate this day with all .

What is your organization's annual operating budget? \$14,000.00

Please provide a brief history of your organization and describe its role in Burnaby.  
**(maximum 50 words)** Annual Fiji Festival is Free for all Burnaby and surrounding residents with the City of Burnaby getting unlimited exposure . Festival was moved to Swangard Stadium in 2009 and the attendance has increased each year

Please provide, or attach, a list of your current Board of Directors (if you are a registered non-profit society).  
President - Vina Prakash  
Vice President - Prakash Maharaj  
Secretary - Regina Singh  
Treasurer - Jessica Lal  
Assistant Secretary - Julie Mishra

How many voting/non-voting members do you have in your society/organization? 30

How many paid staff does your organization employ? Full Time 0 Part Time 0

Please provide or attach, a list of paid staff names and job titles. nil

How many active volunteers (board and non-board) do you have? 30

How many volunteer hours are contributed on an annual basis? 300

Provide a BRIEF summary of your organization's typical annual programming and activities. Annual Fiji Festival

Do you anticipate any financial hurdles/barriers to complete this project? Please describe.  
**(maximum 50 words)** The Grant from the City of Burnaby enables us to hold a successful event

What can the City of Burnaby expect as far as recognition? The City of Burnaby is listed on all Posters, advertisements, flyers, programs, facebook , Snap chat filter on location

How will your organization ensure your festival/ event is accessible and inclusive? Being a FREE and Family oriented event, members of all Communities are welcome with Performers from Diverse communities.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events: Small Scale

VI. SUPPORT MATERIAL

- Resumes for participating artists (maximum - 3 pages each)
Other material to support application (i.e. past programs; press and/or collateral materials)
Most recent Year End Financial Report

VII. DECLARATION

Part A

I, the understated, certify that the statements and information contained in this application are accurate and complete.

Part B

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the City of Burnaby with a revised budget if the approved grant amount is less than the requested amount,
- spend the money as proposed in the budget,
- consult with the City of Burnaby about any major changes to the project that become necessary including significant budget revisions,
- acknowledge the support of the City of Burnaby when possible and appropriate, and
- provide the City of Burnaby with a final report, including a financial report that explains how the grant was spent.

Handwritten signature of Vina Prakash

signature of person preparing grant

VINA PRAKASH
name

PRESIDENT
position with organization

FEB 17, 2023
date

Handwritten signature of Jessica Lal

signature of board chair or president

JESSICA LAL
name

FEB 17, 2023
date



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Neighbourhood Events

Read the grant guidelines before beginning this application form.
Please respond to all questions and attach additional pages as required.

I. APPLICANT DETAILS

Name of Registered Non-Profit Society or Group: Chetna Association of Canada

Name for Cheque Issue (if different than above):

Society Number: S0058844 Charity Number: n/a

Mailing Address: 1062 - 39th Ave E

City: Vancouver Province: BC Postal Code: V5W 1L1

Organization Contact Name: Jai Birdi

Position in Organization: General Secretary/Executive Director

Home Phone: Business Phone: Cell Phone: 778-878-7473

Email: jbirdi@chetna.ca

Website (if applicable): www.chetna.ca

Secondary Contact Name: Surjit Bains

Position in Organization: Treasurer

Home Phone: Business Phone: Cell Phone: 778-388-9046

Email: bainssurjit@hotmail.com

II. FESTIVAL EVENT SUMMARY

Name of event you are requesting funding for: Dr. Ambedkar Day of Equality in Burnaby

Is this an existing or new event: Existing New

Event Summary:
(Describe the project - MAXIMUM 50 WORDS)

Burnaby Council has been requested to proclaim April 14 Dr. B.R. Ambedkar Day, similar to the previous years.
Celebrations will include a reception, garlanding of the Bronze Bust of Dr. Ambedkar, and delivery of greetings at the Library, Simon Fraser University Burnaby.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Neighbourhood Events

II. FESTIVAL/EVENT SUMMARY (continued)

Grant Amount Requested: 3100.00

Event Dates: From: 04/24/23 To: 04/24/23
mm/dd/yy mm/dd/yy

Event Time: 1:30 PM - 4:30 pm

Event Location: WAC Bennett Library, Simon Fraser University, Burnaby Campus Confirmed: [Yes/No radio buttons]

Estimated Attendance: 100

Are you making this application as a sponsor for another group or organization? [Yes/No radio buttons]

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address:

City: Province: Postal Code

Organization Contact Name:

Position in Organization:

Home Phone: Bus. Phone: Cell Phone:

Email:

III. FESTIVAL/EVENT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 3 pages)

- why is funding needed?
- who is your target audience?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity.
- provide a project plan for the event and information about your organization's ability to carry out and complete the project.
- what are the criteria you will use to evaluate your event's results and how you will measure success?





FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Neighbourhood Events

IV. FESTIVAL/EVENT BUDGET

List all revenue and expenses related to the proposed project on the Budget Form. Refer to the Budget Guidelines for specific budget information.

V. ORGANIZATIONAL DESCRIPTION

What is your organization's mission/mandate? (MAXIMUM 50 WORDS)

-To create casteless societies where individuals live in harmony with each other regardless of differences;
-Build or strengthen democracies and enhance inclusion.

What is your organization's annual operating budget?

Annual operating budget varies year to year, depending on the priorities and actions it undertakes.
In 2022, the annual budget was \$30,000

Please provide a brief history of your organization and describe its role in Burnaby: (MAXIMUM 50 WORDS)

Chetna Association of Canada registered in 1999. Facilitated gifting of the bust of Dr. Ambedkar to SFU library in 2005; Dr. Ambedkar portrait to City of Burnaby in 2004; awarded city in 2010 (https://dalitwatch.wordpress.com/2010/05/03/subject-burnaby-mayor-to-be-honored-with-the-%E2%80%9Cdr-ambedkar-%E2%80%9393-tommy-douglas%E2%80%9D-award/); and supported many of the activities of Guru Ravidass Sabha in Burnaby since 2000.

Please provide or attach a list of your current Board of Directors (If you are a registered non-profit society).

Surinder Ranga, President; Harmesh Chander, Vice President; Jai Birdi, General Secretary; and, Surjit Bains, Treasurer.

How many voting/non-voting members do you have in your society/organization?

25

How many paid staff does your organization employ?

Full-Time [ ] Part-Time [ ]

Please provide or attach a list of paid staff names and job titles.

[Empty box for listing paid staff names and job titles]

How many active volunteers (board and non-board) do you have?

10

How many volunteer hours are contributed on an annual basis?

1040



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Neighbourhood Events**

**VI. SUPPORT MATERIAL (IF APPLICABLE)**

Resumes for participating artists (MAXIMUM - 3 pages each)

Other material to support application (i.e.: past programs; press and/or collateral materials).

Most recent Year End Financial Reports

**VII. DECLARATION**

**Part A**

I, the understated, certify that the statements and information contained in this application are accurate and complete.

**Part B**

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the Festivals Burnaby Grant Program with a revised budget, if the approved grant amount is less than the requested amount;
- spend the money as proposed in the budget;
- consult with the Festivals Burnaby Grant Program about any major changes to the project that become necessary, including significant budget revisions;
- acknowledge the support of the Festivals Burnaby Grant Program, in all promotional materials and,
- provide the Festivals Burnaby Grant Program with the Final Report, including actual expenditures that explain how the grant was spent.

\_\_\_\_\_  
Signature of person preparing grant

**Jai Birdi**

\_\_\_\_\_  
Name

**General Secretary**

\_\_\_\_\_  
Position

**02/06/23**

\_\_\_\_\_  
Date

**Surinder Ranga**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Neighbourhood Events**

Read the grant guidelines before beginning this application form.  
Please respond to all questions and attach additional pages as required.

**I. APPLICANT DETAILS**

Name of Registered Non-Profit Society or Group: St. Francis de Sales Parish

Name for Cheque Issue (if different than above): \_\_\_\_\_

Society Number: S0005277 Charity Number: 118849470RR0060

Mailing Address: 6610 Balmoral Street

City: Burnaby Province: BC Postal Code: V5E3B9

Organization Contact Name: Ellen Raquepo

Position in Organization: Spring Fair Coordinator

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: 604-354-1842

Email: ellen.raquepo@gmail.com

Website (if applicable): https://www.sfdsschool.ca/

Secondary Contact Name: Franco Caligiuri

Position in Organization: Parish Education Committee Chair

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: 7783728060

Email: franco@wealthvisor.com

**II. FESTIVAL EVENT SUMMARY**

Name of event you are requesting funding for: Spring Fair

Is this an existing or new event:  Existing  New

Event Summary:

(Describe the project - MAXIMUM 50 WORDS)

The SFdS Spring Fair is an exciting community event to celebrate the 90th anniversary of the parish and the important role it has played in Burnaby. It will have all the fun you expect from a carnival with games and attractions, while also showcasing the diversity of our community, parish, school and the city as a whole.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Neighbourhood Events

II. FESTIVAL/EVENT SUMMARY (continued)

Grant Amount Requested: \$4000

Event Dates: From: 05/27/22 To: 05/27/22
mm/dd/yy mm/dd/yy

Event Time: 10:00 - 3:00 PM

Event Location: St. Francis de Sales School Confirmed: [X] Yes [ ] No

Estimated Attendance: 1000

Are you making this application as a sponsor for another group or organization? [ ] Yes [X] No

If yes, please provide the following information about this group or organization:

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

III. FESTIVAL/EVENT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 3 pages)

- why is funding needed?
- who is your target audience?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity.
- provide a project plan for the event and information about your organization's ability to carry out and complete the project.
- what are the criteria you will use to evaluate your event's results and how you will measure success?



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Neighbourhood Events**

**IV. FESTIVAL/EVENT BUDGET**

List all **revenue** and **expenses** related to the proposed project on the Budget Form. Refer to the Budget Guidelines for specific budget information.

**V. ORGANIZATIONAL DESCRIPTION**

What is your organization's mission/mandate? (MAXIMUM 50 WORDS)

To develop our students, using dynamic learning opportunities, into resilient leaders who lead by example and thrive in a global community.

What is your organization's annual operating budget?

Aprox. \$950,000. (NOTE: That is the operating budget for the parish as it is the registered charity the school operates under).

Please provide a brief history of your organization and describe its role in Burnaby: (MAXIMUM 50 WORDS)

The parish began with 14 families, 90 years ago this year, and now welcomes more than 1000+ families with a school of over 225 students. The parish serves as a home for a number of groups whose aim is to serve the whole community incl. programs that help those in need and unhoused.

Please provide or attach a list of your current Board of Directors (If you are a registered non-profit society).

Franco Caligiuri, Rossa Sung, Anthony Tillman,  
Susie da Silva, Joselyn Navarro, Paula Ramor, Leah Canete

How many voting/non-voting members do you have in your society/organization?

165 voting members

How many paid staff does your organization employ?

Full-Time

29

Part-Time

5

Please provide or attach a list of paid staff names and job titles.

Please see attached staff list

How many active volunteers (board and non-board) do you have?

192

How many volunteer hours are contributed on an annual basis?

14,000 average



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Neighbourhood Events**

**VI. SUPPORT MATERIAL (IF APPLICABLE)**

Resumes for participating artists (MAXIMUM - 3 pages each)

Other material to support application (i.e.: past programs; press and/or collateral materials).

Most recent Year End Financial Reports

**VII. DECLARATION**

**Part A**

I, the understated, certify that the statements and information contained in this application are accurate and complete.

**Part B**

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the Festivals Burnaby Grant Program with a revised budget, if the approved grant amount is less than the requested amount;
- spend the money as proposed in the budget;
- consult with the Festivals Burnaby Grant Program about any major changes to the project that become necessary, including significant budget revisions;
- acknowledge the support of the Festivals Burnaby Grant Program, in all promotional materials and,
- provide the Festivals Burnaby Grant Program with the Final Report, including actual expenditures that explain how the grant was spent.

signature of person preparing grant

Ellen Raquero  
name

Spring fair Coordinator  
position with organization

Feb 13, 2023  
date

signature of board chair or president

IRENE WIHAK  
name

Feb. 13, 2023  
date



## Festivals Burnaby Grant Program - Budget

<b>REVENUES</b>				
Type of Funding/Donation/Sponsorship:	Source of Funding:	Estimated Revenues:	Confirmed: Yes/Pending	Actual Revenues for FINAL REPORT only:
Festivals Burnaby Grant Program	City of Burnaby	\$ 4,000.00	Pending	\$ -
Other Government Grant		\$ -		\$ -
Other Government Grant		\$ -		\$ -
Corporate Funding		\$ -		\$ -
Earned Revenue (ticket sale, etc.)		\$ 5,000.00	Pending	\$ -
Fundraising		\$ 3,000.00	Pending	\$ -
Other Funding/Revenue		\$ -		\$ -
Other Funding/Revenue		\$ -		\$ -
Other Funding/Revenue		\$ -		\$ -
Other Funding/Revenue		\$ -		\$ -
Other Funding/Revenue		\$ -		\$ -
In-kind Donation/Sponsorship		\$ 800.00	Pending	\$ -
In-kind Donation/Sponsorship		\$ -		\$ -
In-kind Donation/Sponsorship		\$ -		\$ -
In-kind Donation/Sponsorship		\$ -		\$ -
In-kind Donation/Sponsorship		\$ -		\$ -
In-kind Donation/Sponsorship		\$ -		\$ -
	<b>Total:</b>	<b>\$ 12,800.00</b>		<b>\$ -</b>
<b>EXPENSES</b>				
Description:	Details:	Estimated Expenses:	Cost covered by:	Actual Expenses for FINAL REPORT only:
Programming	Staff salary/wages:	\$ -		\$ -
	Artists/performers fees:	\$ -		\$ -
	Payments to community contributors:	\$ -		\$ -
	Facilitators:	\$ -		\$ -
	Venue/equipment rental:	\$ 1,000.00	Ticket Sales	\$ -
	Documentation:	\$ -		\$ -
	Other: Rides and Games	\$ 6,500.00	Tickets Sales and Neighbourhood grant	\$ -
	Other: Miscellaneous	\$ 1,000.00		\$ -
		\$ -		\$ -
		\$ -		\$ -
Administration	Planning, co-ordination, event/project management:	\$ -		\$ -
	Fundraising:	\$ -		\$ -
	Audience surveys/data collection:	\$ -		\$ -
	Office expenses:	\$ -		\$ -
	Insurance:	\$ -		\$ -
	Other: Print of tickets	\$ 500.00	Fundraising	\$ -
	Other:	\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
Publicity and Marketing:	Development/implementation of publicity:	\$ -		\$ -
	Marketing strategies:	\$ -		\$ -
	Advertising/promotional expenses:	\$ 1,000.00	Fundraising	\$ -
	Other:	\$ -		\$ -
	Other:	\$ -		\$ -
	<b>Total:</b>	<b>\$ 10,000.00</b>		<b>\$ -</b>

### III. Project Proposal

1. Why is funding needed?

The funding is important for us as we would like to ensure the event is as affordable as possible for families to attend, especially given the economic circumstances. We are hoping this will be a celebration for the city as well, after years of pandemic restrictions and so funding is needed to help make it appeal to as many people as possible. The funding will mainly go towards equipment rentals and purchase of materials for volunteers like face painting, balloon twisting, and payment for marketing promotions and prints.

2. Who is your target audience?

This event's target audience is for ages 0-99 who live in Burnaby from North to South and East to West and from all races and color.

3. Have you formed any partnerships for this event?

Since this is our first big community event in a number of years, we are doing it ourselves for now.

4. Outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity.

This event aims to bring together, not only the school and parish, but the whole community to celebrate our diversity and to strengthen unity. Through our program line up, it will showcase different cultures which is also a good way to learn and appreciate each of them.

For food trucks and tables we will invite food providers of different cuisine to promote multiculturalism in cooking.

For entertainment and program line up, we would like to showcase highlights of each culture like :

Chinese –music, dance, martial arts and visual arts  
Filipino – Santa cruzan parade  
Mexican – music, dance and folk arts  
Canadian – History, Canadian Flag and music  
India – Music and dance  
African and European



5. Provide a project plan for the event and information about your organization's ability to carry out and complete the project.

This event is and will be carried out by volunteers composed mostly of parents and students from St Francis de Sales and sister school St. Thomas More Collegiate as well as church's ministries like : Couples for Christ, Knights of Columbus and Catholic Women's League. As with our past events, school, parish and the whole community come together to help each other to make each event a successful one.

**Proposed Project Plan and Schedule:**

- January :** Meet with PEC, Marketing and Fundraising Team to discuss plans to move forward with possible grants and future marketing promotions, sending letters to potential sponsors, etc.
- February :** Send out solicitation letters and finalize grant application  
Design poster for the event and try to start promoting Save the Date  
Finalize contract and bookings with Equipment/Service/Activity providers  
Create venue map
- March :** Second meeting with Marketing and Fundraising Team  
All volunteers contacted (Parents)  
Reach out to Knights of Columbus, Catholic Women's League Youth for Christ and Couples for Christ  
Meet with Entertainment Team for the program flow  
Contact Entertainers / Performers  
Start contacting food truck vendors  
Promote craft tables  
Start promotions in church and school newsletter  
Contact social media bloggers (dailyhive, burnabybeacon, whatsappburnaby, etc)
- April :** Fundraising and Grant amounts finalized  
Final venue map, activities and rides
- May :** Weekly meetings  
Pre-sale of tickets  
Confirmation of all volunteer tasks  
Meeting with school and parish for gym, street, and outside parish setup  
Finalize materials and equipments needed, tents, tables, yard signs, banners

6. What are the criteria you will use to evaluate your event's results and how will you measure success?

The KPIs that we will use to measure this event's success would be:

Number of tickets sold vs actual number of attendees

Social media engagement (by promoting hashtags on the day of the event)

Post-event surveys (for those who will share their emails to us)

Event sponsorship satisfaction surveys (for sponsors and vendors, we can contact them after the event)

Volunteer surveys (how they feel during and after the event)

Revenue vs cost (this will be a quantifiable measurement of success)

## School and Parish Staffs

Irene Wihak – Principal

Ornella Hatzisavva – Office administrator

Greg Chapman – Vice Principal

Julie Nash - Grade 7

Paul Regush - Grade 6

Michael Penney – Grade 5

Elizabeth Castro – Grade 4

Emma Gough – Grade 3

Maria Wagner Grade 2

Jane Douglas – Grade 1

Cindy Taylor – Kinder

Michelle Paone – ML

Carla Pereira – Learning Resources

Naomi Panganiban – Learning Resource

Anthony Small – Intermediate French

Julia Walmsley – Music

Kimberley DiFrancesco – EA

Alyssa DeLeon – EA

Jennifer Tatu – EA

Tamara Maludzinska – EA

Amelia Hara – EA

Sandra Bird – EA

Sonia Burrow – EA

Ana Das – EA

Cherry Cortes – EA

Pauline Licerio – EA

Maria Chondroyannos – Preschool

Yvette Alvear – Preschool

Peter Timbang – Custodian

Trevor Bencze – Plant Manager

Danka Mac - Secretary

Teresita Inosentes - Accountant

Marguerite Goldsmith – Office Staff

Shirley Cook – Office Staff

## **Summary of organizations' typical annual programming and activities**

We have a total of 45 different volunteer activities and tasks that provide 676 discrete volunteer roles which result in approximately 14,331 volunteer hours a year. This volunteer effort is shared amongst 173 families in the school community, with the support of the parish as well as community supporters and sponsors. Some of the volunteer activities and tasks include:

- Walkathon
- Christmas Sales
- Readathon
- 50/50
- Spring Plant Sales
- Alumni Community Engagement and Social Media
- On Volunteer System Administration
- Bottle Recycling
- Kitchen Cleaning
- General School Maintenance
- Landscaping and grounds maintenance
- chess club
- sports teams and tournaments
- hot lunches
- library support
- Parish Ministry Support
- Preschool Support
- Altar Server Coordination
- Musical Accompaniment
- Playground Monitoring
- Crosswalk Patrol

These activities and tasks contribute to the overall maintenance of the school operations and support the development of students academically, physically, spiritually, emotionally, and mentally. These are in addition to the various charity fundraising events that the school supports, such as Terry Fox Run, Holy Childhood Association, Food Bank, DTES charities, etc.

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Financial Statements**  
**Year Ended June 30, 2022**

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Index to Financial Statements**  
**Year Ended June 30, 2022**

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DALE MATHESON CARR-HILTON LABONTE LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT

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To the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese and the Education Committee of St. Francis de Sales Elementary School

### *Qualified Opinion*

We have audited the financial statements of St. Francis de Sales Elementary School (the "School"), which comprise the statement of financial position as at June 30, 2022, and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the School as at June 30, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

### *Basis for Qualified Opinion*

In common with many not-for-profit organizations, the School derives revenue from fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly verification of these revenues was limited to the amounts recorded in the records of the School. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising and other school activities revenue, excess of revenue over expenses, and cash flows from operating activities for the years ended June 30, 2022 and 2021, current and total assets as of June 30, 2022 and 2021, and net assets at both the beginning and end of the June 30, 2022 and 2021 years.

As discussed in Note 2 of the financial statements, capital assets acquired by the School are expensed in the statement of revenues and expenses in the period incurred, which constitutes a departure from ASNPO. This departure is a result of a decision taken by management at the time the School was established, and therefore we were not able to determine the adjustments that are necessary to excess of revenue over expenses for the year and cash flows from operating and investing activities for the years ended June 30, 2022 and 2021, total assets at June 30, 2022 and 2021, and net assets at both the beginning and end of the June 30, 2022 and 2021 years.

(continues)

Independent Auditor's Report to the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese and the Education Committee of St. Francis de Sales Elementary School *(continued)*

As discussed on Note 2 of the financial statements, restricted contributions for the purchase of a capital asset that would have been amortized are deferred and recognized as revenue in the same period as the capital asset is acquired, which constitutes a departure from ASNPO. This departure is a result of a decision taken by management at the time the School was established, and therefore we were not able to determine the adjustments that are necessary to excess of revenue over expenses for the year and cash flows from operating and financing activities for the years ended June 30, 2022 and 2021, total liabilities at June 30, 2022 and 2021, and net assets at both the beginning and end of the June 30, 2022 and 2021 years.

As discussed in Note 2 of the financial statements, capital leases incurred by the School are accounted by the School as operating leases, which constitutes a departure from ASNPO. This departure is a result of a decision taken by management at the time the School was established, and therefore we were not able to determine the adjustments that are necessary to excess of revenue over expenses for the year and cash flows from operating and financing activities for the years ended June 30, 2022 and 2021, total assets at June 30, 2022 and 2021, total liabilities at June 30, 2022 and 2021, and net assets at both the beginning and end of the June 30, 2022 and 2021 years.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the School in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

*Other Matter*

The financial statements of the School for the year ended June 30, 2021, were audited by another auditor who expressed a qualified opinion on those financial statements on November 9, 2021 for the reasons described in the *Basis for Qualified Opinion* section.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the School's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the School or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the School's financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

*(continues)*



Independent Auditor's Report to the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese and the Education Committee of St. Francis de Sales Elementary School (*continued*)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DMCL

Port Coquitlam, BC  
November 7, 2022

**DALE MATHESON CARR-HILTON LABONTE LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Statement of Financial Position**  
**June 30, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 259,886	\$ 144,797
Accounts receivable	5,372	3,168
Prepaid expenses	4,319	-
	<u>269,577</u>	<u>147,965</u>
INVESTMENTS (Note 4)	392,668	389,577
DUE FROM THE ROMAN CATHOLIC ARCHDIOCESE OF VANCOUVER (Note 5)	<u>333,185</u>	<u>324,810</u>
	<u>\$ 995,430</u>	<u>\$ 862,352</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 132,619	\$ 1,072
Prepaid student fees	40,785	50,070
	<u>173,404</u>	<u>51,142</u>
<b>NET ASSETS</b>		
Unrestricted	311,563	303,822
Internally restricted (Note 6)	<u>510,463</u>	<u>507,388</u>
	<u>822,026</u>	<u>811,210</u>
	<u>\$ 995,430</u>	<u>\$ 862,352</u>

**ON BEHALF OF THE EDUCATION COMMITTEE**

\_\_\_\_\_ *Pastor*

\_\_\_\_\_ *Treasurer - Education Committee*

See notes to financial statements

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Statement of Revenues and Expenses**  
**Year Ended June 30, 2022**

	2022	2021
<b>REVENUES</b> <i>(Note 9)</i>		
Provincial government grants	\$ 1,196,078	\$ 1,203,032
Student fees	763,333	759,383
Special education grant	202,160	204,000
Fundraising and other school activities	173,671	145,919
Investment and interest income <i>(Notes 4, 5)</i>	11,023	10,295
Parish subsidies <i>(Note 7)</i>	20,984	19,090
	<u>2,367,249</u>	<u>2,341,719</u>
<b>EXPENSES</b> <i>(Schedule 1)</i>		
Instructional and student activities	1,933,879	1,816,214
Administration	136,417	178,137
Operation and maintenance	225,148	234,209
Other	60,989	58,055
	<u>2,356,433</u>	<u>2,286,615</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 10,816</u>	<u>\$ 55,104</u>

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Statement of Changes in Net Assets**  
**Year Ended June 30, 2022**

	Unrestricted	Internally restricted	<b>2022</b>	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 303,822	\$ 507,388	<b>\$ 811,210</b>	\$ 756,106
Excess (deficiency) of revenues over expenses	10,816	-	<b>10,816</b>	55,104
Transfers to internally restricted	(3,075)	3,075	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 311,563</b>	<b>\$ 510,463</b>	<b>\$ 822,026</b>	<b>\$ 811,210</b>

See notes to financial statements

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Statement of Cash Flows**  
**Year Ended June 30, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 10,816	\$ 55,104
Changes in non-cash working capital:		
Accounts receivable	(2,204)	1,732
Accounts payable	131,546	(8,159)
Prepaid student fees	(9,285)	4,450
Prepaid expenses	(4,319)	-
	<u>115,738</u>	<u>(1,977)</u>
Cash flow from operating activities	<u>126,554</u>	<u>53,127</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments, net	56,393	(489)
Advances to the RCAV, net	<u>(67,858)</u>	<u>(58,078)</u>
Cash flow used by investing activities	<u>(11,465)</u>	<u>(58,567)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>115,089</b>	<b>(5,440)</b>
Cash - beginning of year	<u>144,797</u>	<u>150,237</u>
<b>CASH - END OF YEAR</b>	<b>\$ 259,886</b>	<b>\$ 144,797</b>

See notes to financial statements

**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Notes to Financial Statements**  
**Year Ended June 30, 2022**

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1. PURPOSE OF THE ORGANIZATION

St. Francis de Sales Elementary School (the "School") is an independent school that provides education to students from kindergarten to grade 7. The School has no legal status and is part of the Catholic Independent Schools of Vancouver Archdiocese (the "CISVA"), a society incorporated under the laws of British Columbia. The School is managed by an Education Committee, whose mandate is from the CISVA Board of Directors, with oversight of the School performed by the CISVA Superintendent's Office. The parish with which the School is associated is part of the Roman Catholic Archdiocese of Vancouver (the "RCAV"). The CISVA and RCAV are overseen by the Archbishop of Vancouver.

The CISVA and the School are exempt from income taxes.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), which sets out generally accepted accounting principles for not-for-profit organizations in Canada, with the exception of the School's accounting policies for capital assets, leases and revenue recognition related to restricted contributions for the purchase of capital assets as described below.

Cash

Cash consists of cash on deposit with banks and petty cash held at the School.

Capital assets

The School's buildings and associated school grounds are owned by St. Francis de Sales Parish and are provided to the School for its use without charge. Capital assets acquired by the School are expensed in the period incurred. Canadian accounting standards for not-for-profit organizations require capital assets to be capitalized and amortized, being the greater of the cost less salvage value over the life of the asset and the cost less residual value over the useful life of the asset, recognized in the statement of revenues and expenses.

Leases

The School accounts for all leases as operating leases. ASNPO require that a lessee account for a lease that transfers substantially all of the benefits and risks incidental to ownership of the leased property to the lessee (i.e. a capital lease) as an asset and an obligation.

Revenue recognition

The School follows the deferral method of accounting for contributions, which include government grants and other contributions. Externally restricted contributions for which the related restriction is unfulfilled at the statement of financial position date, as well as contributions for expenses of one or more future periods, are deferred and recognized as revenue in the same period or periods in which the restriction is fulfilled or the related expenses are recognized. Unrestricted contributions, including grants and other contributions, are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

*(continues)*

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## ST. FRANCIS DE SALES ELEMENTARY SCHOOL

### Notes to Financial Statements

Year Ended June 30, 2022

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Restricted contributions for the purchase of capital assets are deferred and recognized as revenue in the same period the capital asset is acquired. Canadian accounting standards for not-for-profit organizations require restricted contributions for the purchase of capital assets to be amortized, to be deferred and recognized as revenue on the same basis as the amortized expense related to the acquired capital asset. Restricted contributions for the purchase of capital assets that will not be amortized are recognized as direct increases in net assets. Endowment contributions are recognized as direct increases in net assets in the current period.

Investment income, which consists of interest, is recognized with the passage of time.

Student fees, parish subsidies, and other school activities revenue are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

##### Contributed materials and services

Contributed materials and services are not recognized in the financial statements because of the difficulty in determining their fair value.

##### Financial instruments

Financial instruments are initially measured at fair value, net of directly attributable costs of acquisition, and subsequently measured at cost or amortized cost. At each reporting date, the School assesses whether there are any indications that a financial asset measure at cost or amortized cost may be impaired. The amount of any impairment provision is recognized in the statement of revenues and expenses. A previously recognized impairment provision may be reversed to the extent of any improvements relating to events occurring after the impairment was recognized. The amount of reversal is recognized in the statement of revenues and expenses in the period in which it is determined.

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#### 3. FINANCIAL INSTRUMENTS

The School is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the School's risk exposure and concentration as of June 30, 2022.

##### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The School is exposed to credit risk from customers. The School's financial assets that are exposed to credit risk are cash, accounts receivable, investments and amount due from the Roman Catholic Archdiocese of Vancouver. The School mitigates its credit risk with respect to cash and investments by dealing with financial institutions with no publicly known liquidity problems and with respect to accounts receivable, and amounts due from the Roman Catholic Archdiocese of Vancouver by dealing with only what management believes to be financially sound counter parties.

##### Liquidity risk

Liquidity risk is the risk that an School will encounter difficulty in meeting obligations associated with financial liabilities. The School is exposed to this risk mainly in respect to its accounts payable, prepaid student fees and accrued liabilities.

##### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The School's cash earns interest at bank deposit rates, the investments are in fixed income securities with short terms to maturity at their purchase dates and the amount due from the Roman Catholic Archdiocese of Vancouver earns interest at a variable interest rate.

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**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Notes to Financial Statements**  
**Year Ended June 30, 2022**

**4. INVESTMENTS**

The School's investments consist of funds held by the CISVA Superintendent's Office in an investment trust account that are pooled with funds from other schools within the CISVA. The investment trust is managed by the Superintendent's Office. All grant funding provided by the British Columbia Ministry of Education (the "Ministry") to the CISVA is deposited into this account and apportioned to each school based on the amount of funding received from the Ministry with respect to the School. The investments are held within a multinational independent investment bank. The investment portfolio is made up of guaranteed investment certificates and bearer deposit notes earning interest at rates ranging from 0.25% to 4.00% (2021 - 0.5% to 1.3%) per annum.

During the year ended June 30, 2022, interest income earned on the investments aggregated \$2,648 (2021 - \$2,216).

**5. DUE FROM THE ROMAN CATHOLIC ARCHDIOCESE OF VANCOUVER**

The School has advanced funds to the RCAV. These funds are pooled with funds from other schools within the CISVA and funds from parishes within the RCAV and invested in a portfolio held with a Canadian chartered bank. The investment portfolio is made up of fixed income securities, equity securities, guaranteed investment certificates and bankers' acceptances. The amount due from the RCAV is unsecured, without stated repayment terms, and earns interest at a rate based on the rate of return of the portfolio.

For the year ended June 30, 2022, the interest rate was 1.75% (2021 - 1.9%) per annum and the interest income earned aggregated \$8,375 (2021 - \$8,079).

**6. INTERNALLY RESTRICTED NET ASSETS**

	<b>2022</b>	<b>2021</b>
Amounts set aside for School endowment	\$ 167,201	\$ 167,201
Amounts set aside for capital expenditures	5,000	5,000
Amounts set aside for contingencies	338,262	335,187
	<b>\$ 510,463</b>	<b>\$ 507,388</b>

The School has established a contingency fund to provide for operating funds in case of a future interruption of the provincial government funding. The School also has additional amounts set aside for capital expenditures and endowment. Annually the School determines the amount, if any, to be transferred between unrestricted and internally restricted net assets. During the year \$3,075 (2021 - \$nil) was transferred from unrestricted to internally restricted net assets.

**7. RELATED PARTY TRANSACTIONS**

During the year, certain parishes within the RCAV provided subsidies to the School aggregating \$20,984 (2021 - \$19,090)

During the year, the CISVA Superintendent's Office assessed the School \$35,020 (2021 - \$33,245) for services provided by the CISVA.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount established and agreed to by the parties.

Other related party balances and transactions are disclosed in Notes 4 and 5.



**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**  
**Notes to Financial Statements**  
**Year Ended June 30, 2022**

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**8. PENSION PLAN**

The CISVA has a defined contribution pension plan. Contributions made by the School are recognized as an expense in the period in which the contributions are made.

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**9. ECONOMIC DEPENDENCE**

The School is economically dependant on the funding from the Government of the Province of British Columbia. During the year ended June 30, 2022, this funding represents 59% (2021 - 60%) of total revenue.

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**ST. FRANCIS DE SALES ELEMENTARY SCHOOL**

**Schedule of expenses  
Year Ended June 30, 2022**

**(Schedule 1)**

	<b>2022</b>	<b>2021</b>
Instructional and student activities		
Salaries	\$ 1,460,026	\$ 1,405,168
Special education	323,827	296,896
Teaching supplies	41,379	33,945
Student activities	65,730	51,318
Miscellaneous	40,285	28,593
Library books	2,632	294
	<u>1,933,879</u>	<u>1,816,214</u>
Administration		
Salaries	80,083	80,175
Miscellaneous	42,424	81,419
Office	13,910	16,543
	<u>136,417</u>	<u>178,137</u>
Operation and maintenance		
Janitorial	96,597	94,609
Utilities	35,016	27,629
Repairs and maintenance	17,935	28,226
Repairs and maintenance - office equipment	75,600	83,745
	<u>225,148</u>	<u>234,209</u>
Other		
Superintendent's Office assessment (Note 7)	35,020	33,245
Capital expenditures	13,007	13,196
Insurance	12,962	11,614
	<u>60,989</u>	<u>58,055</u>
	<u>\$ 2,356,433</u>	<u>\$ 2,286,615</u>

See notes to financial statements



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Neighbourhood Events**

Read the grant guidelines before beginning this application form.  
Please respond to all questions and attach additional pages as required.

**I. APPLICANT DETAILS**

Name of Registered Non-Profit Society or Group: Ethiopian Community Association of British Columbia

Name for Cheque Issue (if different than above): \_\_\_\_\_

Society Number: S-47726 Charity Number: \_\_\_\_\_

Mailing Address: 7865 13 Ave

City: Burnaby Province: BC Postal Code: V3N 2E7

Organization Contact Name: Kebede Abate

Position in Organization: Festivals Chair

Home Phone: 604-524-3083 Business Phone: kebedeabate@yahoo.com Cell Phone: 604-729-0448

Email: festival@vancouverethiopia.com

Website (if applicable): www.vancouverethiopia.com

Secondary Contact Name: Orion Mengistu

Position in Organization: Festivals Administrator

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: 604-318-0915

Email: festival@vancouverethiopia.com

**II. FESTIVAL EVENT SUMMARY**

Name of event you are requesting funding for: Ethiopian Community Summer Festival 2023

Is this an existing or new event:  Existing  New

Event Summary:  
(Describe the project - **MAXIMUM 50 WORDS**)

**ETHIOPIAN SUMMER FESTIVAL 2013**  
Summer Festival bringing together residents and visitors to celebrate and experience the diverse multicultural community of the City of Burnaby. The Ethiopian community will host the event and will invite and encourage the various communities to feature their various cultures.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Neighbourhood Events

II. FESTIVAL/EVENT SUMMARY (continued)

Grant Amount Requested: 4000

Event Dates: From: 08/05/23 To: 08/05/23
mm/dd/yy mm/dd/yy

Event Time: 8am to 8pm

Event Location: Edmonds Community Centre Confirmed: [X] Yes [ ] No

Estimated Attendance: 1000

Are you making this application as a sponsor for another group or organization? [ ] Yes [X] No

If yes, please provide the following information about this group or organization:

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

III. FESTIVAL/EVENT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 3 pages)

- why is funding needed?
- who is your target audience?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity.
- provide a project plan for the event and information about your organization's ability to carry out and complete the project.
- what are the criteria you will use to evaluate your event's results and how you will measure success?



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Neighbourhood Events

IV. FESTIVAL/EVENT BUDGET

List all revenue and expenses related to the proposed project on the Budget Form. Refer to the Budget Guidelines for specific budget information.

V. ORGANIZATIONAL DESCRIPTION

What is your organization's mission/mandate? (MAXIMUM 50 WORDS)

Please see attachment page 2

What is your organization's annual operating budget?

\$30000

Please provide a brief history of your organization and describe its role in Burnaby: (MAXIMUM 50 WORDS)

Please see attachment page 3

Please provide or attach a list of your current Board of Directors (If you are a registered non-profit society).

Delelegn Wordofa President
Anteneh H. Giorgis Vice President
Elias Michael Treasurer
Garbis Korajian Secretary
Bezunesh Alexander Social Responsibilities and Logistics of the Center
Tegabie Shigut Financial Officer
Sopniia Issac Social Responsibilities and Logistics of the Center

How many voting/non-voting members do you have in your society/organization? 1500

How many paid staff does your organization employ? Full-Time 0 Part-Time 0

Please provide or attach a list of paid staff names and job titles. we have none

How many active volunteers (board and non-board) do you have? 50

How many volunteer hours are contributed on an annual basis? 3000



**FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION**  
**Neighbourhood Events**

**VI. SUPPORT MATERIAL (IF APPLICABLE)**

Resumes for participating artists (MAXIMUM - 3 pages each)

Other material to support application (i.e.: past programs; press and/or collateral materials).

Most recent Year End Financial Reports

**VII. DECLARATION**

**Part A**

I, the understated, certify that the statements and information contained in this application are accurate and complete.

**Part B**

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the Festivals Burnaby Grant Program with a revised budget, if the approved grant amount is less than the requested amount;
- spend the money as proposed in the budget;
- consult with the Festivals Burnaby Grant Program about any major changes to the project that become necessary, including significant budget revisions;
- acknowledge the support of the Festivals Burnaby Grant Program, in all promotional materials and,
- provide the Festivals Burnaby Grant Program with the Final Report, including actual expenditures that explain how the grant was spent.

Signature of person preparing grant

**Orion Mengistu**

Name

**Festivals Administrator**

Position

**01/16/23**

Date

Signature of board chair or person

**Kebede Abate**

Name

**01/16/23**

Date