

**EXECUTIVE COMMITTEE OF COUNCIL**

**TO:** *MAYOR AND COUNCILLORS*

**SUBJECT: COMMUNITY GRANT APPLICATIONS  
(23.06.- 23.25)**

**RECOMMENDATIONS:**

1. **THAT** Council approve the following Program Grants received in March 2023:
  - 23.06.P - Black Girl Society for the Black Girl Collective Brunch - \$420;
  - 23.07.P - Black Girl Society for the Black Girl Collective Sports Day - \$2,200;
  - 23.09.P - Burnaby Seniors Outreach Services Society for the Volunteer Peer Support Program - \$10,000;
  - 23.11.P - Burnaby Community Services Society for Outreach Programs - \$20,000;
  - 23.13.P - Burnaby Meals on Wheels Society for Food Access and Connections for Seniors - \$11,000;
  - 23.15.P - Burnaby Neighbourhood House Society for Community Engagement 2023 - \$15,000; and,
  - 23.17.P - Take a Hike Foundation for Burnaby Take a Hike - \$15,000.
2. **THAT** Council approve the following Operating Grants received in March 2023:
  - 23.08.O - Black Girl Collective Society - \$10,000;
  - 23.10.O - Burnaby Seniors Outreach Services Society - \$10,000;
  - 23.12.O - Burnaby Community Services Society - \$5,000;
  - 23.14.O - Burnaby Meals on Wheels - \$10,000; and,
  - 23.16.O - Burnaby Neighbourhood House Society - \$20,000.
3. **THAT** Council approve the following Fee Waiver Requests received in March 2023:
  - 23.21.FW - Nikkei Seniors Health Care and Housing Society - \$9,792; and,
  - 23.25.FW - Burnaby Hospital Foundation Chinese Ambassador Society -\$10,224.

To: Mayor and Councillors  
From: Executive Committee of Council  
Re: Community Grant Applications  
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4. **THAT** Council deny the following Program Grant as it closely aligns with programs offered by Burnaby Parks, Recreation and Culture Department:

- 23.24.P – Simon Fraser University Athletics & Recreation – Building Community Through Sport and Recreation Program.

### **REPORT**

The Executive Committee of Council, at its Open meeting held on April 5, 2023, received a staff report outlining Community Grant applications received in March 2023 and adopted the recommendations as noted above, for Council approval.

Arising from discussion, the Executive Committee of Council TABLED the following Program and Operating Grant requests to provide an opportunity for the applicant to provide additional information on the program:

- 23.19.P - Emotional Well Being Institute – Canada for the Inaugural Year Program for Emotional Well Being
- 23.20.O - Emotional Well Being Institute - Canada

Arising from further discussion, the Executive Committee of Council TABLED the following Program and Operating Grant requests due to an anticipated report to Council from the Social Planning Committee on the Burnaby Food Systems Strategy. The strategy will have a component on providing food grants:

- 23.18.O - Gordon Presbyterian Church for Don't Go Hungry Program
- 23.22.P - Quest Outreach Society for Food Recovery & Redistribution Program
- 23.23.O - Quest Outreach Society for Operating

Application 23.18.O, 23.19.P, 23.20.O, 23.22.P, and 23.23.O will be brought back to Executive Committee of Council and subsequently Council at a future meeting.

Respectfully submitted,

Councillor S. Dhaliwal  
Vice Chair

Councillor R. Lee  
Vice Chair



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME <b>Black Girl Collective Society</b>		
2. ORGANIZATION STREET ADDRESS <b>407 - 4310 Hastings Street, Burnaby V5C 2J9</b>		
3. WEBSITE (IF APPLICABLE) <b>https://blackgirlcollective.com</b>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME <b>Itse Hesse</b>	PHONE <b>778 321 8992</b>	EMAIL <b>itse.h@blackgirlcollective.com</b>
5. ALTERNATIVE CONTACT PERSON		
NAME <b>Mariat Jibril</b>	PHONE <b>647 334 2014</b>	EMAIL <b>mariat.j@blackgirlcollective.com</b>

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO <b>S0073380</b>	DATE OF INCORPORATION <b>July 5th, 2020</b>
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input checked="" type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: <b>\$8,000</b> <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. <b>\$36,846.19</b>
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.  <b>Due to limited funding Black Girl Collective had to limit number of people attending our brunch event last year, and with current inflation cost of hosting our event for 120 people has increase significantly</b>

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

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?\*

Black Girl Collective is a nonprofit organization primarily based in Burnaby and serving Black women located in the Lower Mainland

Although our audience comes from various areas, 35% of our audience resides in Burnaby (data collected through event and program surveys). We plan on having 120 guests at our brunch event, totaling to about 42+ Black women from Burnaby.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM Black Girl Brunch	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 750 Hornby St, Vancouver, BC V6Z 2H7	
3. PROJECT/EVENT/PROGRAM START DATE Sept 3rd, 2023	4. PROJECT/EVENT/PROGRAM END DATE Sept 3rd, 2023

### SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM Black Girl Collective's Black Girl Brunch is an annual event that celebrates the existence, resilience and radical joy of Black women. We take up space to meet each other, express ourselves fully, exchange ideas and work together to build an authentic and inclusive community.  Our community consists of many Black women who live, work and play in the greater Vancouver area and have been kept out of traditionally white spaces. For the second year, our event invites them to the Vancouver Art Gallery to dine and experience the new and inclusive space, while learning about Black/African culture and building an authentic and long lasting community.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES  Attendees will be treated to a daytime tour of the Vancouver Art Gallery hosted by a Black art curator. Then, they will enjoy a day with unlimited cocktails to stimulate conversation, a live DJ for optimal comfort, and go have a three course brunch. This event is centred around Black; traditions/culture, food, fun and networking and is a chance for Black women to show up authentically themselves, learning about Black cultures/traditions, while making meaningful connections and building a safe and inclusive community.



**3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):**

Our events aligns with the Social Sustainability Strategy to aid in the challenges faced with increased diversity. Specifically, it's goal of inclusion by:

1. Offering a safe space for a visible minority group, mainly consisting of immigrants and refugees, to feel welcomed, included, and integrated into the community
2. Meeting the mental and physical health needs of our community to help realize their potential and prosper in a healthy environment.
3. Embracing the diversity, cultures and creativity, within our community by fostering belonging and participation in a changing world.
4. Enhance social well-being of our community members

**4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.**

Vancouver Art Gallery  
Freehouse Collective  
Downtown Vancouver Business Improvement Association

**5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?**

Black Girl Collective is actively seeking corporate sponsorship and in-kind donation for our event. We have an ongoing donation campaign to accumulate funds for our events.

**SECTION E: EVENT OUTCOMES\***

**1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)**

The goal of BGC's Sports Day event is to provide our community with a safe and inclusive space to build intercultural trust with other communities while engaging in sporting activities that will enhance the health and vibrancy of our community. We will be able to determine if our event reached its goal by

1. Post Event Survey
2. Social Media Activities
3. Total Number of Tickets Sold,
4. Attendance Rate
5. Onsite site feedback During Events
6. Actions Taken - How many people signed up for membership, newsletter, followed us on social media, website visit and more
7. Inclusiveness and diversity of our event's participants.

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

BGC will send out survey with the following questions

1. Rate this event on a scale from 1 - 5
2. I enjoyed having the opportunity to engage with other communities in a safe and inclusive space created by a Black Organization - Rate from 1 - 5
3. How likely are you to recommend the Black Girl Collective events to a friend or colleague
4. How did you hear about the event?
5. State one thing you liked about this event.
6. State one thing, if any, that you disliked about this event
7. Are you likely to participate in future events hosted by Black Girl Collective?
8. Do you have any other comments or suggestions?



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	7.73%			12.34%	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	60.37%			58%	
DONATIONS AND SPONSORSHIPS (CASH)	5.25%			2%	
DONATIONS AND SPONSORSHIPS (IN-KIND)	7.61%			15%	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	19.04%			12.66%	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
Plan attached					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	N/A	N/A	\$14,000		\$25,000
GRANT - IN-KIND	N/A	N/A	N/A		
PERMISSIVE TAX EXEMPTION	N/A	N/A	N/A		
LEASE GRANT	N/A	N/A	N/A		
OTHER	N/A	N/A	N/A		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
Build Operational Capacity					
DESCRIPTION					
The 2023 Plan for Operational Effectiveness adds to the resiliency of Black Girl Collective's operations and will help us to respond effectively to change and seize opportunities. By having tools to better track and monitor organizational performance, BC will be able to make insightful strategic decisions that prioritize the sustainability of the organization. Proper technological infrastructure improves Black Girl Collective's work processes and help the team to deliver programs effectively. Investing in BGC's leadership team encourages staff to remain committed to BGC's long term goals, and professional consultation will help to identify gaps in our strategies to maintain and grow organizational health.					

**GOAL 2**  
Strategic advocacy of Black women

**DESCRIPTION**  
Black Girl Collective plans to use enhance networking with local and national organizations, cooperations and allies to identify specific organizations that aligns with our values and mission to build relationships that we will allow us collaborate with then to provide opportunities for visibility and advancement of the lives of Black women Canada wide

**GOAL 3**  
Diversify funding sources

**DESCRIPTION**  
BGC is aiming to shift our revenue mix to not be so reliant on grants and become more balanced between donations, sponsors, grants, and event sales. To achieve this financial goal, we have devised a donor engagement and sponsorship strategy that is being executed this year. The donor engagement strategy includes utilizing donor engagement software to segment and target donors so that BGC can build more meaningful relationships. Our sponsorship strategy outlines a process for BGC to undergo when procuring sponsors for events that emphasizes finding mutual benefits and activation points during our events.  
  
We have also invested in technological management tools that will provide us with more insight on our audience data.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	30	41
VOLUNTEER HOURS PER YEAR	5272	4054 (Till date March 1st)
NUMBER OF VOTING MEMBERS	5	15

**6. HOW DOES YOUR ORGANIZATION WORK TO ENSURE THAT PROGRAMS AND SERVICES ARE ACCESSIBLE AND INCLUSIVE FOR ANYONE WHO HAS AN INTEREST REGARDLESS OF AGE, ABILITY, ORIENTATION, ETHNIC/CULTURAL BACKGROUND, SOCIO-ECONOMIC STATUS? PLEASE SHARE EXAMPLES AND SUCCESS STORIES OF INCLUSIVITY AND DIVERSITY WITHIN YOUR ORGANIZATION AND PROGRAMMING.**  
Black Girl Collective acknowledges that our community is an underserved and underprivileged population and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to our community members. Our Black Futures program which comprises Financial Literacy Workshops and Mentorship is completely free. All our Black Joy events are subsidized, and we provide tickets for community members who can't afford to purchase one as the aim of our event is to build a safe and inclusive community for Black women



# COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

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

BGC plans to acknowledge the City of Burnaby in all promotion materials pertaining to events including social media post and emails



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR <b>2023</b>
3. MONTH FISCAL YEAR BEGINS <b>July</b>

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Province of BC	\$5,000	\$5,000	N	
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	\$2,000	\$8,000	N	
2 City of Vancouver				
3				
SPONSORSHIP (SPECIFY)				
1 Vancouver Art Gallery	\$2,500	\$3,700	Y	
2 Freehouse Collective	\$1460	\$2,460	Y	
3				
EARNED REVENUE				
1 Ticket Sales	\$7,150	\$7,600	N	
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	\$750	\$1,500	N	
IN-KIND SOURCES	\$1,500	\$3,450	N	
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 DV BIA		\$5,000	N	
2				
3				
<b>TOTAL REVENUE</b>	<b>\$20,360</b>	<b>\$36,710</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	\$2,500	\$3,700	
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES	\$1,540.95	\$2,800	
ADVERTISING & PROMOTION	\$581.71	\$1,500	
TRAVEL & VEHICLES EXPENSES	\$362.92	\$500	
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	\$142.19	\$242.19	Event Insurance
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES	\$1,100	\$2,500	Videographer, Photographer, H
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)*			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Meals & Drinks	\$9,770	\$14,570	
2 Venue Rental	\$4,373.25	\$6,664	
3 Decorations	\$1,276.24	\$2,870	
4 Gifts & Giveaway	\$1,050	\$1,500	
5			
<b>TOTAL EXPENDITURES</b>	<b>\$22,627.01</b>	<b>\$36,846.19</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-\$2,267.01</b>	<b>-\$136.19</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Black Girl Collective Society		
2. ORGANIZATION STREET ADDRESS 407 - 4310 Hastings Street, Burnaby V5C 2J9		
3. WEBSITE (IF APPLICABLE) https://blackgirlcollective.com		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Itse Hesse	PHONE 778 321 8992	EMAIL itse.h@blackgirlcollective.com
5. ALTERNATIVE CONTACT PERSON		
NAME Mariat Jibril	PHONE 647 334 2014	EMAIL mariat.j@blackgirlcollective.com

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S0073380	DATE OF INCORPORATION July 5th, 2020
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input checked="" type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$5,000 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$21,498.67
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.  With over 200 attendees our first Black Girl Collective Sports Day Event, was a tremendous success! With an even larger anticipated audience, this year's Sports Day event will be open to everyone and will welcome allies in the hopes to connect our community to the larger community in order to increase social cohesion and opportunities for our community  We believe that everyone should have the chance to experience the joys of athleticism and create meaningful connections with like minded individuals.

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

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?\*

Black Girl Collective is a nonprofit organization primarily based in Burnaby and serving Black women located in the Lower Mainland

Sport and active living contribute to our health and wellness, and the vibrancy of communities. However the Black population in BC often experience barriers in sporting and outdoor activities due to affordability and accessibility issues. Black Girl Collective's sports day event will celebrate black joy while providing a safe and inclusive space for the Black community and allies to participate in friendly and fun sporting competitions while providing opportunities to building intercultural trust and understanding in other to reduce hate between communities.

Our event will is estimated to involve between 350- 400 attendees with 150 - 200 burnaby residents, involved as either volunteers, competitors, spectators, or vendors

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM BGC Sports Day	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 8888 University Drive, Burnaby BC	
3. PROJECT/EVENT/PROGRAM START DATE July 8th, 2023	4. PROJECT/EVENT/PROGRAM END DATE July 8th, 2023

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

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM The purpose of BGC's Sports Day event is to provide the Black community and it's allies with a safe space to participate in fun sporting activities that will contribute to the health, wellness, and the vibrancy of the community while building intercultural trust and understanding in other to reduce hate between communities.  There are very few opportunites for Black people in BC to come together to experience Black joy in a setting like BGC's Sports Day, especially for mature youth. Black Girl Collective is seeking to support the physical and mental wellness of our community by allowing people to access their inner child and engage in fun activities that they may or may not have as a kid, while doing so in culturally safe space with other Black individuals and allies.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES  BGC Sports day will be a competitive event where participants will be spit into teams of 10 with various activities to generals points throughout the day. Activities include but are not limited to: Tug of war, relay race, sack race, hula hoop, three legged race, 100m race, along with accessible sports games like bocce to ensure that all who want to participate can. Participants will get the chance to win team prizes and individual prizes, along with the value of meeting others within their community and making tasting connections. Spectators (allies included) are invited to watch the event, and BGC works with Black businesses who will provide catering for players and spectators.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

Our events aligns with the Social Sustainability Strategy to aid in the challenges faced with increased diversity. Specifically, it's goal of inclusion by:

1. Offering a safe space for a visible minority group, mainly consisting of immigrants and refugees, to feel welcomed, included, and integrated into the community
2. Meeting the mental and physical health needs of our community to help realize their potential and prosper in a healthy environment.
3. Embracing the diversity, cultures and creativity, within our community by fostering belonging and participation in a changing world.
4. Providing a safe space to build intercultural trust between communities

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

Simon Fraser University  
Vansuya Food Corps  
Footlocker Vancouver

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

Black Girl Collective is actively seeking corporate sponsorship and in-kind donation for our event. We have an ongoing donation campaign to accumulate funds for our events.

## SECTION E: EVENT OUTCOMES\*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

The goal of BGC's Sports Day event is to provide our community with a safe and inclusive space to build intercultural trust with other communities while engaging in sporting activities that will enhance the health and vibrancy of our community. We will be able to determine if our event reached its goal by

1. Post Event Survey
2. Social Media Activities
3. Total Number of Tickets Sold,
4. Attendance Rate
5. Onsite site feedback During Events
6. Actions Taken - How many people signed up for membership, newsletter, followed us on social media, website visit and more
7. Inclusiveness and diversity of our event's participants.

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

BGC will send out survey with the following questions

1. Rate this event on a scale from 1 - 5
2. I enjoyed having the opportunity to engage with other communities in a safe and inclusive space created by a Black Organization - Rate from 1 - 5
3. How likely are you to recommend the Black Girl Collective events to a friend or colleague
4. How did you hear about the event?
5. State one thing you liked about this event.
6. State one thing, if any, that you disliked about this event
7. Are you likely to participate in future events hosted by Black Girl Collective?
8. Do you have any other comments or suggestions?



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	7.73%			12.34%	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	60.37%			58%	
DONATIONS AND SPONSORSHIPS (CASH)	5.25%			2%	
DONATIONS AND SPONSORSHIPS (IN-KIND)	7.61%			15%	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	19.04%			12.66%	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
Plan attached					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	N/A	N/A	\$14,000	N/A	\$25,000
GRANT - IN-KIND	N/A	N/A	N/A	N/A	N/A
PERMISSIVE TAX EXEMPTION	N/A	N/A	N/A	N/A	N/A
LEASE GRANT	N/A	N/A	N/A	N/A	N/A
OTHER	N/A	N/A	N/A	N/A	N/A
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
Build Operational Capacity					
DESCRIPTION					
The 2023 Plan for Operational Effectiveness adds to the resiliency of Black Girl Collective's operations and will help us to respond effectively to change and seize opportunities. By having tools to better track and monitor organizational performance, BC will be able to make insightful strategic decisions that prioritize the sustainability of the organization. Proper technological infrastructure improves Black Girl Collective's work processes and help the team to deliver programs effectively. Investing in BGC's leadership team encourages staff to remain committed to BGC's long term goals, and professional consultation will help to identify gaps in our strategies to maintain and grow organizational health.					

**GOAL 2**

Strategic advocacy of Black women

**DESCRIPTION**

Black Girl Collective plans to use enhance networking with local and national organizations, cooperations and allies to identify specific organizations that aligns with our values and mission to build relationships that we will allow us collaborate with then to provide opportunities for visibility and advancement of the lives of Black women Canada wide

**GOAL 3**

Diversify funding sources

**DESCRIPTION**

BGC is aiming to shift our revenue mix to not be so reliant on grants and become more balanced between donations, sponsors, grants, and event sales. To achieve this financial goal, we have devised a donor engagement and sponsorship strategy that is being executed this year. The donor engagement strategy includes utilizing donor engagement software to segment and target donors so that BGC can build more meaningful relationships. Our sponsorship strategy outlines a process for BGC to undergo when procuring sponsors for events that emphasizes finding mutual benefits and activation points during our events.

We have also invested in technological management tools that will provide us with more insight on our audience data.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	30	41
VOLUNTEER HOURS PER YEAR	5272	4054 (Till date March 1st)
NUMBER OF VOTING MEMBERS	5	15

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

Black Girl Collective acknowledges that our community is an underserved and underprivileged population and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to our community members. Our Black Futures program which comprises Financial Literacy Workshops and Mentorship is completely free. All our Black Joy events are subsidized, and we provide tickets for community members who can't afford to purchase one as the aim of our event is to build a safe and inclusive community for Black women

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes

No

2. IF YES, WHAT COVERAGE?

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

BGC plans to acknowledge the City of Burnaby in all promotion materials pertaining to events including social media post and emails



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization     Project/Event/Program

---

2. FOR THE FISCAL YEAR

2023

---

3. MONTH FISCAL YEAR BEGINS

July

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BCFFE Fund	\$3500	\$5,500	N	
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	\$2,000	\$5,000	N	
2				
3				
SPONSORSHIP (SPECIFY)				
1 Simon Fraser University	\$2371.50	\$3571.50	Y	
2 Vansuya Food Corp		\$1960.50	Y	
3				
EARNED REVENUE				
1 Ticket Sales	\$3270	\$4,500	N	
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS		\$566.67	N	
IN-KIND SOURCES		\$400	N	
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>\$11,141.50</b>	<b>\$21,498.67</b>		



## COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	\$1,450	\$3,700	
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES	\$1,735	\$2800	Tents, team uniforms, volunteer
ADVERTISING & PROMOTION	\$281.71	\$760	Promotional flyers, banners, an
TRAVEL & VEHICLES EXPENSES	\$297.94	\$540	
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	\$167	\$250	Event Insurance
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES	\$1,300	\$2,700	Photographer, videographer, ho
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Food & Drinks	\$2412	\$3,780	For Sport teams, spectators, an
2 Awards & Trophy	\$437.36	\$690	Medals and Trophy for top 3 tea
3 Gifts & Giveaways		\$1208.67	
4 Sports Equipments	\$527.31	\$1500	For Games
5 Venue & Equipment Rental	\$2371.50	\$3570	Field, first aider, sound system,
<b>TOTAL EXPENDITURES</b>	<b>\$10,681.88</b>	<b>\$21,498.67</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-\$459.62</b>	<b>\$0</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Black Girl Collective Society		
2. ORGANIZATION STREET ADDRESS 407 - 4310 Hastings Street, Burnaby V5C 2J9		
3. WEBSITE (IF APPLICABLE) https://blackgirlcollective.com		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Itse Hesse	PHONE 778 321 8992	EMAIL itse.h@blackgirlcollective.com
5. ALTERNATIVE CONTACT PERSON		
NAME Mariat Jibril	PHONE 647 334 2014	EMAIL mariat.j@blackgirlcollective.com
6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S0073380	DATE OF INCORPORATION July 5th, 2020
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$12,000 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$196,814
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.  As a nonprofit organization, the existence of BGC largely depends on grants, donations and sponsorship. The pandemic shrank all financial avenues for support which grossly affected an already marginalized Black community, which contributed to a rise in varying mental health issues. This limited our ability to provide our highly demanded programs and expand beyond British Columbia

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

This grant will aid in offsetting the costs of our 2023 operational budget, which has been set to increase our operational capacity and enable us expand our program to Black women Canada wide by attributing resources to build our staff's capacity through remuneration and skills training, as well as invest in tools and equipment to support marketing, development, and management.

We hope to establish sound processes within the organization that involves payroll, administration, finance, and programming so that we can more effectively deliver our programs. The operating grant will specifically fund staff salaries, website maintenance, and supplies for our administration from April 2023 - March 2024

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?\*

Black Girl Collective is a nonprofit organization primarily based in Burnaby and serving Black women located in the Lower Mainland

Although our audience comes from various areas, 35% of our audience resides in Burnaby (data collected through event and program surveys). We plan on having 650 guests in total throughout our programs and 12 events we plan on hosting this year, along with 70 volunteers which equates to 252 Black women from Burnaby benefiting from our programs.

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

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

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

## SECTION D: PURPOSE OF BENEFIT\*

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



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

**SECTION E: EVENT OUTCOMES\***

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

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



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE			% OF TOTAL REVENUE PREVIOUS YEAR	% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)			7.73%	12.34%	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)			60.37%	58%	
DONATIONS AND SPONSORSHIPS (CASH)			5.25%	2%	
DONATIONS AND SPONSORSHIPS (IN-KIND)			7.61%	15%	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY			19.04%	12.66%	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
Plan attached					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	N/A	N/A	\$14,000		\$25,000
GRANT - IN-KIND	N/A	N/A	N/A		
PERMISSIVE TAX EXEMPTION	N/A	N/A	N/A		
LEASE GRANT	N/A	N/A	N/A		
OTHER	N/A	N/A	N/A		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
Build Operational Capacity					
DESCRIPTION					
The 2023 Plan for Operational Effectiveness adds to the resiliency of Black Girl Collective's operations and will help us to respond effectively to change and seize opportunities. By having tools to better track and monitor organizational performance, BC will be able to make insightful strategic decisions that prioritize the sustainability of the organization. Proper technological infrastructure improves Black Girl Collective's work processes and help the team to deliver programs effectively. Investing in BGC's leadership team encourages staff to remain committed to BGC's long term goals, and professional consultation will help to identify gaps in our strategies to maintain and grow organizational health.					

**GOAL 2**

Strategic advocacy of Black women

**DESCRIPTION**

Black Girl Collective plans to use enhance networking with local and national organizations, cooperations and allies to identify specific organizations that aligns with our values and mission to build relationships that we will allow us collaborate with then to provide opportunities for visibility and advancement of the lives of Black women Canada wide

**GOAL 3**

Diversify funding sources

**DESCRIPTION**

BGC is aiming to shift our revenue mix to not be so reliant on grants and become more balanced between donations, sponsors, grants, and event sales. To achieve this financial goal, we have devised a donor engagement and sponsorship strategy that is being executed this year. The donor engagement strategy includes utilizing donor engagement software to segment and target donors so that BGC can build more meaningful relationships. Our sponsorship strategy outlines a process for BGC to undergo when procuring sponsors for events that emphasizes finding mutual benefits and activation points during our events.

We have also invested in technological management tools that will provide us with more insight on our audience data.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	30	41
VOLUNTEER HOURS PER YEAR	5272	4054 (Till date March 1st)
NUMBER OF VOTING MEMBERS	5	15

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

Black Girl Collective acknowledges that our community is an underserved and underprivileged population and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to our community members. Our Black Futures program which comprises Financial Literacy Workshops and Mentorship is completely free. All our Black Joy events are subsidized, and we provide tickets for community members who can't afford to purchase one as the aim of our event is to build a safe and inclusive community for Black women

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes

No

2. IF YES, WHAT COVERAGE?

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

BGC plans to acknowledge the City of Burnaby on our website, and communication materials



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization     Project/Event/Program

---

2. FOR THE FISCAL YEAR  
2023

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3. MONTH FISCAL YEAR BEGINS  
July

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 Community Service Recove		\$60,000		Applied for this grant to cover operating
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Province of BC	\$13,160	\$5,000		
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	\$14,000	\$25,000		Operations and event
2 City of Vancouver	\$10,000	\$25,000		Financial Literacy & Mentorship Program
3				
SPONSORSHIP (SPECIFY)				
1 TD		\$52,000		Financial Literacy Program
2				
3				
EARNED REVENUE				
1 Events	\$5,684	\$10,500		
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	\$4,161	\$5,000		
IN-KIND SOURCES	\$5,593	\$15,000		
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Grant from Tropicana - SBC	\$35,920			
2				
3				
<b>TOTAL REVENUE</b>	<b>\$88,764</b>	<b>\$197,500</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE		\$90,000	1 Full-time and 3 part-time staff
OFFICE SUPPLIES & EXPENSES	\$87.64	\$500	
PROGRAM & EVENT SUPPLIES	\$15,214.87	\$83,500	
ADVERTISING & PROMOTION	\$665.50	\$5,442	
TRAVEL & VEHICLES EXPENSES	\$516.31	\$1,900	
INTEREST AND BANK CHARGES	\$172.13	\$250	
LICENCES, MEMBERSHIPS, & DUES	\$160	\$500	
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES	\$2,450	\$12,560	
CAPITAL PURCHASES & IMPROVEMENTS	\$9,629.84		
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES		\$1,362	
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Meals	\$131.56	\$800	
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>\$29,027.84</b>	<b>\$196,814</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>\$49,490.15</b>	<b>\$686</b>	

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Seniors Outreach Services Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue		
3. WEBSITE (IF APPLICABLE) www.bsoss.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE (604) 613-4045	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Alexis Haig	PHONE (604) 431-0400	EMAIL Alexish@burnabynh.ca
6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 13065 1268RR001 (BC Society#S0022454)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 15,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 76,390.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.  We are requesting 15000 program grant to support the BSOS Seniors Peer support program which is \$5000 more than was received last year. Over the past 3 years we have experienced an increased demand for addressing the complex needs of vulnerable seniors living in poverty throughout our City. The solution is to increase the engagement of well seniors as volunteers and place them in a variety of helping roles. Training is provided and the volunteer seniors are supported by staff members. Increased funding will strengthen our capacity to support Burnaby's most vulnerable seniors. Funding will contribute to the staffing costs specific to the Seniors Peer Support program to recruit, train, coordinate and support seniors as volunteers. This program is interconnected into the continuum of seniors support offered by Burnaby Neighbourhood House and volunteers have a key role in accepting referrals and connecting seniors across all programs.

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

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?\*

The Peer support program will provide a continuum of individualized support and social groups offered by trained peer senior volunteers. In 2022, 20 volunteers underwent a comprehensive training that prepared them to provide one to one counseling support to fellow seniors. We expect to train an additional 10 peer support volunteers and expand their work and role within the community to support isolated vulnerable seniors to become connected to local programs and resources. Volunteers will visit seniors in their homes but will also accompany seniors to free community programs. We anticipate 50 seniors to be engaged as volunteers over the 2022-2023 year and we anticipate that we will support 1000 unique vulnerable seniors with social connections and mental health support. In the last year BSOS recorded helping 910 seniors through programs such as the caregiver support circles, health workshops and education series, healthy aging expo, individual peer support and phone check ins.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM Seniors' Volunteer Peer Support Program	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 2055 Rosser Avenue, Burnaby - main office	
3. PROJECT/EVENT/PROGRAM START DATE 2022-09-01	4. PROJECT/EVENT/PROGRAM END DATE 2023-08-31

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

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM  The overall purpose of this program is to provide seniors in Burnaby with tools and resources to maintain independence, access information and gain support through programs and services that are needed. We will recruit, engage, train and coordinate a diverse group of seniors as peer support helpers that will work within the community to receive referrals of vulnerable, isolated seniors requiring connections to additional supports. As the number of seniors in our communities grows, the need to provide safe space where seniors can access information and referral also grows. This project will support seniors to become more confident and informed, to maintain independence through access to information, to enhance their quality of life as they access needed supports and services and build connections to others.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES  The Seniors Peer Support Program trains volunteers who will provide one-on-one support and guidance to fellow seniors who are experiencing situational or emotional unrest - trained volunteers will assist seniors with finding clarity with a current situation and help them create a pathway to achieve attainable goals. A framework is presented within the training in which the volunteer can support seniors to achieve their goals. These volunteers will be trained to provide one-on-one peer support for seniors dealing with transitions/challenges in their lives and/or to provide information and referral to programs such as individual counseling, telephone conversations, shopping/meal support; form filling for benefits and connection and accompaniment to programs such the dementia support circle and choir, lunch at the BNH Seniors lunch program or community programs at the North House, digital support, programs through Better at Home and the City's Seniors Centres.



**3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):**

The Peer Support program directly aligns with the social sustainability strategy as the program ensures that Burnaby's most vulnerable seniors are identified and connected to their community. We are able to support multilingual seniors with resources in first language. The program aims to promote a discrimination- and barrier-free community through outreach to isolated seniors. This includes multi lingual support, free programs, and support with navigation of complex systems. In 2022, more volunteers were supporting people with dementia and their caregivers through active listening, systems navigation, and community resource referrals. This year, we will implement additional training to increase volunteers' knowledge of dementia and strategies for being dementia-friendly. This volunteer-based program supports isolated seniors with goal-setting and accessing community programs and services. The program also enables seniors to engage in their community in a meaningful and empowering role.

**4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.**

BSOS is working under the umbrella of BNH with an integrated seniors team that also includes Burnaby Meals on Wheels and Burnaby Community Services. Community members are recruited as volunteers and provided with training through a partnership with the Burnaby Primary Care Network (Division of Family Practice)  
BSOS is an active member of the Burnaby Community based Seniors Network and works with a number of organizations who promote and connect their clients to the peer support workers and the range of social/health activities that are offered. Other partners include Mosaic; ISS; BC Community Living; BPL; Fraser health home care; Citizen support services; and City of Burnaby.

**5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?**

This program is primarily funded by a Community Gaming grant (for the past 33 years), the City of Burnaby community grant, and donations. If City of Burnaby does not provide this grant we would either look to increase fundraising efforts or reduce staffing and modify the amount of seniors that we will be able to help.

**SECTION E: EVENT OUTCOMES\***

**1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)**

The number of volunteers and participants in the next SPS cycle will increase by 20%.  
-SPS volunteers will feel an increased comfort and familiarity with community services and programs; goal setting; and communication skills - after their training.  
-Senior participants will feel an increase in connection and belonging in community.  
-Senior participants will feel better equipped to access programs and services.  
-Senior participants will be able to overcome life challenges, and goal setting.

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

SPS volunteers will complete a post-training survey so we can evaluate their learning and feedback from the SPS training. Additionally, volunteers and senior participants will be given an evaluation at the end of the program to assess whether objectives were met.  
  
BSOS will also keep stats to know how many volunteers and participants were involved in the program and the frequency of their interactions with their volunteer and connections to community-based senior services.



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	0		0		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	96		94		
DONATIONS AND SPONSORSHIPS (CASH)	2		3		
DONATIONS AND SPONSORSHIPS (IN-KIND)	0		0		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	2		3		
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>Coming under the umbrella of BNH has created administrative efficiencies which has resulted in organizational savings in project management and accounting. Ongoing sustainable funding for Community Based Seniors programs has been identified as a priority need and we have raised this issue with the United Way of the Lower Mainland. We have also raise the issue with our Provincial and Federal government representatives. Burnaby not for profits require Core funding that ensures free programs and supports continue to be available in order to respond to the needs of Burnaby's most vulnerable population.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 0.00	\$ 10,000.00	\$ 10,000.00		\$ 25,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 569.00	\$ 586.00	\$ 586.00		
LEASE GRANT	\$ 5,553.05	\$ 5,664.91	\$ 5,664.91	\$ 5,664.91	
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
<p>To support Burnaby's most vulnerable senior residents with access to mental health support and counseling, basic needs such as food, digital knowledge and technology, social support and engagement.</p>					
DESCRIPTION					
<p>Peer support volunteers are recruited, trained and placed in a variety of barrier free helping roles: long-term one-on-one peer support; information, referral, and system navigators; and accompaniment/companionship to programs or services. Peer volunteers are trained to help seniors identify a range of holistic and social needs – including mental health, food, digital knowledge and technology, and social connection and social engagement. The program's training increases senior volunteers' skillsets in goal-setting, problem solving, active listening/communication strategies, knowledge of community resources, and self-advocacy. Enabling access to needed supports and services and building connections to others will help vulnerable seniors to become more informed and confident, maintain independence, and enhance their quality of life.</p>					

GOAL 2

To integrate program delivery with that of the Seniors Team at Burnaby Neighbourhood House and ensure a continuum of accessible supports for low income, isolated vulnerable seniors.

DESCRIPTION

Under the leadership of Burnaby Neighbourhood House, the seniors' teams of BSOS will work inter-connectively with the seniors' teams of BNH. Weekly meetings will ensure linkages of people and programs with a client centered wrap around focus. This will ensure that barriers to participation such as language, poverty, low literacy, system navigation will be addressed and seniors intentionally connected to local resources. Through this collaborative approach and intentional connection to vulnerable seniors, we will be better equipped to respond to local emergencies such as the heat dome situation of previous summers.

GOAL 3

To Increase the voice of our diverse community and facilitate increase community engagement of local senior residents within BSOS programs in leadership roles.

DESCRIPTION

BSOS is committed to ensuring that as an organization we make Justice, Equity, Diversity and Inclusion a priority in all aspects of our organization. We intend to make sure that we are promoting engagement opportunities to every senior who becomes connected with our staff and programs. This process has begun with staff/board training to increase our knowledge of diversity issues and to acknowledge and address systemic barriers to participation. The BNH management team is working closely with BSOS staff team to instill the values of the Neighbourhood House movement, which is founded in Asset Based community development (ABCD). Key to this work is the belief that our neighbours have skills and assets to share with the community, and that the BSOS Peer Support program is well placed to facilitate this process and engage diverse local seniors as leaders.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	105	62
VOLUNTEER HOURS PER YEAR	959	1,352
NUMBER OF VOTING MEMBERS	124	1,961

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

Becoming an inclusive and accessible organization is a priority for BSOS with much thought and attention being paid to understanding the diverse needs of Seniors living in our community. BSOS programs and services are available to all seniors regardless of their status, ability, background, socio economic status, orientation. Working within an integrated community response team with the BNH and other community partners we ensure that barriers are addressed and the most vulnerable seniors are being reached and connected to free/low cost programs and services. Volunteer Peer support workers will ensure that senior neighbours are aware and access benefits and other government /community supports and subsidies. Now under the umbrella of BNH, the peer support program has immediate and integrated access to the multi lingual BNH settlement teams. Ongoing organizational training for Volunteers and staff is planned in the area of cultural safety and Justice Equity Diversity Inclusion.(JEDI)

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

General commercial liability insurance and Directors insurance

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

We will acknowledge the city as a funder on our website and social media. We will also add the City Logo to the Peer Support Program's promotional brochure and posters. The City will be acknowledged i at our Annual General Meeting with our membership.



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM  
 Organization     Project/Event/Program

2. FOR THE FISCAL YEAR  
 2022-2023

3. MONTH FISCAL YEAR BEGINS  
 September

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Community Gaming	18596	41000	Yes	Prior year actual Apr-Aug 22 short year current year budget - 22-23
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 Community Grant	4167	15000	N	
2 Lease Grant	646	1643	Y	
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	1500	5000	N	
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 United Way	2583	11000		
2 Other Grants	0	1000		
3 Interest and Other				
<b>TOTAL REVENUE</b>	<b>27492</b>	<b>74643</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	20748	53108	full time coordinator
OFFICE SUPPLIES & EXPENSES	701	714	
PROGRAM & EVENT SUPPLIES	723	420	
ADVERTISING & PROMOTION	324	210	brochures, ads, displays
TRAVEL & VEHICLES EXPENSES			volunteer transportation of srs a
INTEREST AND BANK CHARGES	0	29	
LICENCES, MEMBERSHIPS, & DUES	0	42	
OCCUPANCY COSTS	1718	3744	shared cost of rent and insuran
PROFESSIONAL & CONSULTING FEES	3425	10870	IT, program delivery
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			training materials, facilitators,
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 phone	177	348	cell phone
2 Computer and tech expenses	55	105	volunteer /staff /website tech su
3 Admin expenses	0	6800	
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>27871</b>	<b>76390</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-379</b>	<b>-1747</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Seniors Outreach Services Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue		
3. WEBSITE (IF APPLICABLE) www.bsoss.org		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE (604) 613-4045	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Alexis Haig	PHONE (604) 431-0400	EMAIL Alexish@burnabynh.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 13065 1268RR001 (BC Society#S0022454)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 10,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 191,444.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.  This is the first time that BSOS is requesting support for operations. As per the city granting guidelines we are requesting 10000 grant to support the BSOS annual operations. Funds currently received are program related with minimal allocation to infrastructure and administration. An operating grant will support the sustainability of the organization covering shared costs of of janitorial, accounting, technology and computers, phones, and administration.



# COMMUNITY GRANT APPLICATION

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

A general operating grant will support the infrastructure costs of our Burnaby Seniors Outreach Services Society that are not covered by existing program grants. These costs include the costs of janitorial, IT and computers, accounting, marketing and general administration costs. The funds will be utilized in the current fiscal year which is September 2022 to August 2023.

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?

The Burnaby Seniors Outreach Services Society is the coordinating organization of seniors services in Burnaby now fully integrated under the umbrella of Burnaby Neighbourhood House. BSOS provides supports to our aging population ensuring access to a full range of programs that promote a community development approach which focuses on seniors actively involved in volunteers leadership roles. The work and programs of BSOS actively addresses the social determinants of health of seniors living alone in our City. In addition to a range of free and low cost social programs for Burnaby's low income seniors, BSOS also facilitates caregiver support groups and very sought upon memory cafes which are in the process of expanding to various sites within the City. In the last fiscal year, 910 seniors participated in programs, and 50 individuals volunteered giving 766 total hours.

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

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

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

### SECTION D: PURPOSE OF BENEFIT\*

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



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

#### SECTION E: EVENT OUTCOMES\*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

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



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	0		0		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	96		94		
DONATIONS AND SPONSORSHIPS (CASH)	2		3		
DONATIONS AND SPONSORSHIPS (IN-KIND)	0		0		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	2		3		
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>Coming under the umbrella of BNH has created administrative efficiencies which has resulted in organizational savings in project management and accounting. Ongoing sustainable funding for Community Based Seniors programs has been identified as a priority need and we have raised this issue with the United Way of the Lower Mainland. We have also raise the issue with the Fraser Health Authority and our Provincial and Federal government representatives. Burnaby not for profits with a primary role in addressing the social determinants of health require Core funding that ensures free programs and supports continue to be available in order to respond to the needs of Burnaby's most vulnerable population. The primary funders of BSOS is the United Way, BC Gaming grants, and minimal donations.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 0.00	\$ 10,000.00	\$ 10,000.00		\$ 25,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 569.00	\$ 586.00	\$ 586.00		
LEASE GRANT	\$ 5,553.05	\$ 5,664.91	\$ 5,664.91	\$ 5,664.91	
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1</p> <p>To support Burnaby's most vulnerable senior residents with access to information and referral and connection to mental health support and counseling, basic needs such as food, digital knowledge and technology, social support and engagement.</p>					
<p>DESCRIPTION</p> <p>BSOS is the primary not for profit focused on supporting Burnaby's aging population. Now under the umbrella of Burnaby Neighbourhood House, BSOS staff team is fully integrated with the BNH team and is connecting seniors to a continuum of local programs and supports. Through a central phone line, seniors and caregivers of seniors can have access to information and referral which will help navigate the various systems and supports to enable seniors to live independently in their homes. This includes counseling for mental health needs, accompaniment to social community programs, addressing physical and mental barriers to participation through programming, delivery of free food from the food hub and free frozen meals when a volunteer peer support worker or staff member identifies this.</p>					

**GOAL 2**

To integrate program delivery with that of the Seniors Team at Burnaby Neighbourhood House and ensure a continuum of accessible supports for low income, isolated vulnerable seniors.

**DESCRIPTION**

Under the leadership of Burnaby Neighbourhood House, the seniors' teams of BSOS will work inter-connectively with the seniors' teams of BNH. Weekly meetings will ensure linkages of people and programs with a client centered wrap around focus. This will ensure that barriers to participation such as language, poverty, low literacy, system navigation will be addressed and seniors intentionally connected to local resources. Through this collaborative approach and intentional connection to vulnerable seniors, we will be better equipped to respond to local emergencies such as the heat dome situation of previous summers.

**GOAL 3**

To Increase the voice of our diverse community and facilitate increase community engagement of local senior residents within BSOS programs in leadership roles.

**DESCRIPTION**

BSOS is committed to ensuring that as an organization we make Justice, Equity, Diversity and Inclusion a priority in all aspects of our organization. We intend to make sure that we are promoting engagement opportunities to every senior who becomes connected with our staff and programs. This process has begun with staff/board training to increase our knowledge of diversity issues and to acknowledge and address systemic barriers to participation. The BNH management team is working closely with BSOS staff team to instill the values of the Neighbourhood House movement, which is founded in Asset Based community development (ABCD). Key to this work is the belief that our neighbours have skills and assets to share with the community, and that the BSOS Peer Support program is well placed to facilitate this process and engage diverse local seniors as leaders.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	109	62
VOLUNTEER HOURS PER YEAR	959	1,352
NUMBER OF VOTING MEMBERS	124	1,961

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

Becoming an inclusive and accessible organization is a priority for BSOS with much thought and attention being paid to understanding the diverse needs of Seniors living in our community. BSOS programs and services are available to all seniors regardless of their status, ability, background, socio economic status, orientation. Working within an integrated community response team with the BNH and other community partners we ensure that barriers are addressed and the most vulnerable seniors are being reached and connected to free/low cost programs and services. Volunteer Peer support workers will ensure that senior neighbours are aware and access benefits and other government /community supports and subsidies. Now under the umbrella of BNH, the peer support program has immediate and integrated access to the multi lingual BNH settlement teams. Ongoing organizational training for Volunteers and staff is planned in the area of cultural safety and Justice Equity Diversity Inclusion.(JEDI)



# COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

General commercial liability insurance and Directors insurance

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

We will acknowledge the city as a funder on our website and social media. We will also add the City Logo to the Peer Support Program's promotional brochure and posters. The City will be acknowledged i at our Annual General Meeting with our membership.



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2022-2023
3. MONTH FISCAL YEAR BEGINS September

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Community Gaming	35832	79000	Yes	Prior year actual Apr-Aug 22 short year
2				current year budget-22-23
3				
LOCAL GOVERNMENT (SPECIFY)				
1 Community Grant	4167	25000	N	
2 Lease Grant	2360	5665	Y	
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	1500	5000	N	
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 United Way	55962	59168		
2 Other Grants	0	1000		
3 Admin recoveries	0	16417		
<b>TOTAL REVENUE</b>	<b>99821</b>	<b>191250</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	82136	138168	
OFFICE SUPPLIES & EXPENSES	3196	3400	
PROGRAM & EVENT SUPPLIES	1383	4000	
ADVERTISING & PROMOTION	1315	1000	brochures, ads, displays
TRAVEL & VEHICLES EXPENSES	40	0	volunteer transportation of srs a
INTEREST AND BANK CHARGES	26	100	
LICENCES, MEMBERSHIPS, & DUES	159	200	
OCCUPANCY COSTS	6458	13459	shared cost of rent and insuran
PROFESSIONAL & CONSULTING FEES	4763	13000	IT, audit, program delivery
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			training materials, facilitators,
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 phone	720	1200	cell phone
2 Computer and tech expenses	224	500	volunteer /staff /website tech su
3 Admin expenses	0	16417	
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>100420</b>	<b>191444</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-599</b>	<b>-194</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Community Services Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue		
3. WEBSITE (IF APPLICABLE) www.bbyservices.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE (604) 613-4045	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Simone Brandl	PHONE (604) 604-8392	EMAIL simoneb@burnabynh.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO CHARITABLE NO 11882 1628RR0001 (Society#S0015144)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 27,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 259,924.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE. Note: breakdown of grant - \$10,000 (Christmas Bureau) \$9000 (publications); \$8000 (Seniors Transportation) = \$27000 (same as 2022)

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

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?

Burnaby Community Services empowers people to change their lives and their community. We provide a voice, resources, and opportunities to families, individuals, and seniors to help them break the cycles of poverty and isolation.

- 1) Seniors Transportation - Provides seniors affordable, friendly and convenient accompanied transportation service to medical and dental appointments . In 2022 104 rides were provided by 6 volunteer drivers who donated 260 hours.
- 2) Burnaby Christmas Bureau -In 2022, Burnaby Christmas Bureau served 1370 households. This represented 2420 low income individuals who had access to toys, hampers, and grocery gift cards.
- 3) Publications - We provide up to date local guides and information cards to ensure that residents can be connected to services. Last year we distributed over 70,000 publications. This includes the community resource guide, 2 different resource cards, and Seniors community directory.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM Burnaby Community Services Society Programs	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 2055 Rosser Avenue, Burnaby BC V5C 0H1	
3. PROJECT/EVENT/PROGRAM START DATE 2022-09-01	4. PROJECT/EVENT/PROGRAM END DATE 2023-08-31

### SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM <ol style="list-style-type: none"> <li>1) Seniors Transportation: To support Burnaby seniors to remain living independently by recruiting and engaging volunteer drivers/companions to provide affordable, friendly, and convenient transportation service to medical and dental appointments.</li> <li>2) Burnaby Christmas Bureau: To make the holiday season brighter for struggling, low-income families, individuals, and seniors in Burnaby by providing hampers to seniors and individuals who are homeless or at-risk of homelessness, and brand new toys and gifts to children of families in need.</li> <li>3) Publications - To create, publish, and widely disseminate various guides and information cards to ensure our Burnaby residents have access to important up to date resources and information on services and programs.</li> </ol>
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES <ol style="list-style-type: none"> <li>1. Seniors Transportation: Recruitment, screening and coordination of volunteer drivers and assessment of seniors needs, scheduling of appointments; promotion of service and referrals. The program provides convenient one-way and return trips for Burnaby seniors who need assisted transportation to their medical and dental appointments within Burnaby, Vancouver, New Westminster, and the Tri-City area.</li> <li>2. Burnaby Christmas Bureau: Activities include coordination and set up of the toyroom; collection of donations of cash, toys; coordination of hamper sponsors; promotion; recruitment and coordination of volunteers; registration of children and individuals; distribution of toys and hampers; coordination of toy storage for the year.</li> <li>3. Publications - updating and producing Community Resource Guides, As We Age Guides for seniors, Community Outreach Resource cards, and Senior Resource cards. These brochures and cards ensure that everyone has access to information and support.</li> </ol>



**3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):**

The BCS programs align with a number of the city's social sustainability strategies - The programs are aligned with meeting basic needs and supporting economic security and health and well being of individuals. Additionally, the volunteer engagement of residents through the Christmas Bureau and the seniors transportation supports the strategy of citizens getting involved. All programs ensure equitable access for all therefor aligning with the celebrating Diversity and Culture strategy. The seniors transportation aligns with the Getting around strategy as it provides a unique service to seniors needing to get to appointments. The Publications produced by BCS increases the knowledge of residents on resources and provides the connection to important local resources and services .

**4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.**

The BCS is integrated into the service delivery of Burnaby Neighbourhood House, Burnaby Meals on Wheels and Burnaby Seniors Outreach Society working very closely with these 3 other societies to ensure a continuum of supports. In addition, we work very closely on projects and services with the City of Burnaby Citizen support services and the Parks and Recreation Department. Other partners/supporters include Voices of Burnaby Seniors, the Law Foundation, Fraser Health Authority, Primary Care Network, Burnaby Firefighters Charitable society, Bonsor 55+, Senior Services Society, MOSAIC, Amazing Brentwood Mall, and Metropolis at Metrotown, and the Burnaby Now newspaper.

**5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?**

If funding from the City is not fully granted we will seek out further corporate sponsors and individual donors or modify the number of residents who we can provide services to.

## SECTION E: EVENT OUTCOMES\*

**1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)**

Seniors Transportation - We gather information on number of clients served, number of one way rides and number of volunteers and their hours. If we are meeting or exceeding the previous years numbers then we will know that we are reaching our goals. Planning and providing service during the pandemic was very difficult as seniors were hesitant to leave their homes. Services at beginning of 2022 continued to struggle but were at pre-covid targets by year end. Christmas Bureau relies on the donations of individuals and corporations - we can gauge success on the level of donations and community support that is received and the number of people that we are able to help with toys and hampers.

Publications - We will keep track of the publications that are produced and distributed. We will work with our partner organizations to know which publications are the most useful and valued and ensure that information is kept current.

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

We are regularly in touch with our seniors transportation clients to understand if we are meeting their needs. We are cognizant of the fact that seniors are looking for safety, reliability, companionship and affordability. We make regular calls to our clients to check in on them and receive ongoing feedback on our services.

When we register our Christmas Bureau clients, we verify their financial status to establish their eligibility for our program. We therefor collect demographic data which helps us plan the number and specifics for hampers. Individuals often provide feedback and thanks for the help that they receive. We keep statistical information on number of volunteers engaged and the number of people served from our programs. We work with our partners to receive feedback on the various publications that we produce and respond to requests that help us to know how many to produce.



# COMMUNITY GRANT APPLICATION

Applicants for Recreational Sport Grants are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	12			5	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	58			50	
DONATIONS AND SPONSORSHIPS (CASH)	22			37	
DONATIONS AND SPONSORSHIPS (IN-KIND)	4			4	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	4			4	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
The 3 programs are primarily funded by a Community Gaming grant, the City of Burnaby community grant and a small contract with Better at Home, as well as corporate and individual donations. If City of Burnaby does not provide this grant we would either look to increase fundraising efforts or reduce staffing and modify the amount of help we can offer the community. With the recent integration of services under the leadership of BNH we expect to create administrative efficiencies and cost savings that will contribute to program sustainability.					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 20,000.00	\$ 32,000.00	\$ 32,000.00		\$ 32,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 5,440.00	\$ 5,603.00	\$ 6,878.00		
LEASE GRANT	\$ 15,380.35	\$ 15,690.17	\$ 15,690.17	\$ 15,690.17	
OTHER	\$ 16,555.00	\$ 20,897.00	\$ 19,180.00		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
To continue to support Burnaby's most vulnerable residents with advocacy and access to basic need supports and resources that alleviate the day to day challenges of living in poverty.					
DESCRIPTION					
BCS will continue to respond to the needs of families, seniors and other individuals who face multiple barriers in their daily living. The services provided include supporting Seniors with transportation needs and accompaniment, training volunteers to assist with income tax filing and form filling which has become an essential service for individuals who do not have the knowledge or access to the digital world. We will strive to support everyone in need during the holiday season through the Christmas Bureau services. Throughout the year we coordinate access to recreation credits so that individuals have access to leisure activities through the city. New this year, we are resuming the Camping Bureau and will provide camperships to children so they can afford to join summer programs. We are pleased to work with the law foundation to offer the services of a poverty advocate who is working with individuals on a range of issues such as tenancy law, access to benefits, ID bank.					



# COMMUNITY GRANT APPLICATION

**GOAL 2**  
 To be a local resource for providing information and connections to Burnaby residents, the City, various government agencies and service providers

**DESCRIPTION**  
 BCS produces a number of publications that are disseminated throughout the City through local agencies, the schools, and parks and recreation. Staff begin to update the information through the summer months in preparations for the new year's publication. Additionally, we plan to continue to produce the Burnaby/New West Seniors Resource directory which has become a very important resource for seniors, their caregivers, and agency staff who are supporting seniors. We will work with our partners to determine priority needs for other publications - this includes the Blue community resource card; the yellow seniors resource wallet card; and the ready, set, learn guide for children. In addition to publications, BCS offers an information and referral service through the Brentwood storefront. We plan to expand our capacity to respond to information and referral inquiries by training reception volunteers who will be available to answer phone inquiries.

**GOAL 3**  
 To increase the voice of our diverse community and work to increase community engagement of local residents as we work within the Neighbourhood House framework of program delivery.

**DESCRIPTION**  
 BCS is committed to ensuring that as an organization we make Justice, Equity, Diversity and Inclusion a priority in all aspects of our organization. We intend to promote local community engagement providing opportunities to every participant/neighbor to increase their level of engagement and leadership. This process has begun with staff/board training to increase our knowledge of diversity issues to acknowledge and address systemic barriers to participation. The management team is working with our staff teams to instill the values of the Neighbourhood House movement, which is founded in Asset Based community development (ABCD). Key to this work is the belief that our neighbours have skills and assets to share with the community, and we excited to work with BNH on a vision of increasing local engagement and leadership.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	241	220
VOLUNTEER HOURS PER YEAR	2,425	2,461
NUMBER OF VOTING MEMBERS	124	1,961

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

BCS is currently involved in organization staff training initiatives to ensure that our programs are welcoming to all cultural groups; gender orientations; and indigenous populations. Our primary role in the community is ensuring social justice and equity amongst all which we do by providing a range of services that increase access to benefits and services for individuals living in poverty. Our capacity to work with our immigrant population has increased with our close connection and 'team' approach with the BNH settlement team and the MOSAIC staff who are colocated with us at Brentwood. We also work closely and receive referrals from the SWISS workers and community school staff. Our Christmas Bureau is an example of a resource where many low income newcomer families are supported. In 2022, 75% of the individuals served spoke a language other than english.

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

Commercial General Liability Insurance, and Directors and Officers Insurance.

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

The City of Burnaby's support of Burnaby Community Services is provided through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2022-2023
3. MONTH FISCAL YEAR BEGINS September 2022

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 HRDC (Canada Summer J	2310	0		Canada Summer Jobs Grant
2 CEWS				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Gaming Grant	44000	44000	N	Program grant
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	19636	27000	N	\$27000(program)
2 Better at Home	14667	18996	Y	MOU Agreement for 2022
3				
SPONSORSHIP (SPECIFY)				
1 Corporate Donations	11611	83787	N	
2				
3				
EARNED REVENUE				
1 Program Revenue	1508	9500		
2 Rent Recovery (Joint Op A				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	0	56500		
IN-KIND SOURCES	8979	0		
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Christmas Bureau Other Gr	0	15000		Empty Stocking Fund
2				
3				
<b>TOTAL REVENUE</b>	<b>102711</b>	<b>259783</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	87847	143812	
OFFICE SUPPLIES & EXPENSES	9415	35184	
PROGRAM & EVENT SUPPLIES	799	10172	
ADVERTISING & PROMOTION	15663	25967	
TRAVEL & VEHICLES EXPENSES	230	700	
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	0	301	
OCCUPANCY COSTS	13064	12908	
PROFESSIONAL & CONSULTING FEES	3838	30880	
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	111	0	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1			
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>130967</b>	<b>259924</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-28256</b>	<b>-141</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Community Services Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue		
3. WEBSITE (IF APPLICABLE) www.bbyservices.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE (604) 613-4045	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Simone Brandl	PHONE (604) 604-8392	EMAIL simoneb@burnabynh.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO CHARITABLE NO 11882 1628RR0001 (Society#S0015144)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 5,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 563,626.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.



# COMMUNITY GRANT APPLICATION

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

The operating grant will be used toward operational costs such as janitorial supplies and custodian wages; computer maintenance; office supplies and insurance costs.

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

Burnaby Community Services empowers people to change their lives and their community. We provide a wide range of supports to vulnerable populations of all ages and diverse backgrounds who are struggle as they live in poverty. 1141 individuals were helped through the poverty advocate, income tax clinics, seniors transportation and recreation registrations.

Burnaby Christmas Bureau served 1370 households. This represented 2420 individuals who had access to toys, hampers, and grocery gift cards. We produced and distributed over 70400 printed resources that connected residents to services. We helped individuals file their income tax returns and we registered 1190 individuals for the City's Recreation Credits program.

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

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

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

### SECTION D: PURPOSE OF BENEFIT\*

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



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

#### SECTION E: EVENT OUTCOMES\*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

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



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	12		5		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	58		50		
DONATIONS AND SPONSORSHIPS (CASH)	22		37		
DONATIONS AND SPONSORSHIPS (IN-KIND)	4		4		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	4		4		
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>In addition to the ongoing funding received from Community Gaming, City of Burnaby, and the Legal Foundation, we will continue to implement a fundraising plan which solicits community donations from corporations and donors who want to help Burnaby residents in need.. This includes direct mail campaigns and our participation in our annual Coldest Night of the Year fundraiser. With the now fully integrated BC programs and services under the leadership of BNH we are finding administrative efficiencies and cost savings that will contribute to program sustainability. We are also working collectively amongst all programs with intentional connections of referrals.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 20,000.00	\$ 32,000.00	\$ 32,000.00		\$ 32,000.00
GRANT - IN-KIND			\$ 5,000.00		
PERMISSIVE TAX EXEMPTION	\$ 5,440.00	\$ 5,603.00	\$ 6,878.00		
LEASE GRANT	\$ 15,380.35	\$ 15,590.17	\$ 15,690.17	\$ 15,690.17	
OTHER	\$ 16,555.00	\$ 20,897.00	\$ 19,400.00	\$ 19,400.00	
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1</p> <p>To continue to support Burnaby's most vulnerable residents with advocacy and access to basic need supports and resources that elliviate the day to day challenges of living in poverty.</p>					
<p>DESCRIPTION</p> <p>BCS will continue to respond to the needs of families, seniors and other individuals who face multiple barriers in their daily living. The services provided include supporting Seniors with transportation needs and accompaniment, training volunteers to assist with income tax filing and form filling which has become an essential service for individuals who do not have the knowledge or access to the digital world. We will strive to support everyone in need during the holiday season through the Christmas Bureau services. Throughout the year we coordinate access to recreation credits so that individuals have access to leisure activities through the city. New this year, we are resuming the Camping Bureau and will provide camperships to children so they can afford to join summer programs. We are pleased to work with the law foundation to offer the services of a poverty advocate who is working with individuals on a range of issues such as tenancy law, access to benefits, ID bank.</p>					

**GOAL 2**

To be a local resource for providing information and connections to Burnaby residents, the City, various government agencies and service providers

**DESCRIPTION**

BCS produces a number of publications that are disseminated throughout the City through local agencies, the schools, and parks and recreation. Staff begin to update the information through the summer months in preparations for the new year's publication. Additionally, we plan to continue to produce the Burnaby/New West Seniors Resource directory which has become a very important resource for seniors, their caregivers, and agency staff who are supporting seniors. We will work with our partners to determine priority needs for other publications - this includes the Blue community resource card; and the yellow seniors resource wallet card. In addition to publications, BCS offers an information and referral service through the Brentwood storefront. Now under the leadership of Burnaby Neighbourhood House, the Brentwood storefront is a place of community engagement through connection to community programs and many volunteer opportunities.

**GOAL 3**

To Increase the voice of our diverse community and work to increase community engagement of local residents as we work within the Neighbourhood House framework of program delivery.

**DESCRIPTION**

BCS is committed to ensuring that as an organization we make Justice, Equity, Diversity and Inclusion a priority in all aspects of our organization. We intend to promote local community engagement providing opportunities to every participant/neighbour to increase their level of engagement and leadership. This process has begun with staff/board training to increase our knowledge of diversity issues to acknowledge and address systemic barriers to participation. The management team is working with our staff teams to instill the values of the Neighbourhood House movement, which is founded in Asset Based community development (ABCD). Key to this work is the belief that our neighbours have skills and assets to share with the community, and we excited to work with BNH on a vision of increasing local engagement and leadership.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	241	220
VOLUNTEER HOURS PER YEAR	2,425	2,461
NUMBER OF VOTING MEMBERS	124	1,961

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

BCS is currently involved in BNH initiatives to ensure that our programs are welcoming to all cultural groups; gender orientations; and indigenous populations. Our primary role in the community is ensuring social justice and equity amongst all which we do by providing a range of services that increase individuals living in poverty's access to benefits and services. Our capacity to work with our immigrant population has increased with our close connection and 'team' approach with the BNH settlement team as well as our close partnerships with the SWISS workers and community schools. Our Christmas Bureau is an example of a resource where many low income newcomer families are supported through intentional connections from settlement and outreach workers ensuring that newcomer families and seniors are supported during the holiday season.



# COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>Commercial General Liability Insurance, and Directors and Officers Insurance.</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>The City of Burnaby's support of Burnaby Community Services is provided through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.</p>



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization     Project/Event/Program

---

2. FOR THE FISCAL YEAR  
2022 (BCS changed fiscal years from Jan to Dec to be Sept to August) 2022 was 8 months

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3. MONTH FISCAL YEAR BEGINS  
September 2022

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 HRDC (Canada Summer J	2888			Canada Summer Jobs Grant
2 CRA	500			
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Gaming Grant	54000	54000	N	Program grant
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	23273	32000	N	\$27000(program) \$5000(operations)
2 Better at Home	14667	18996	Y	MOU Agreement for 2022-23
3 Burnaby Parks & Rec	19180	19400	Y	MOU Agreement for 2022-23
SPONSORSHIP (SPECIFY)				
1 Corporate Donations	10800	76793	N	
2 Law Foundation	69583	110000	Y	2023 Program funding confirmed
3				
EARNED REVENUE				
1 Program Revenue	1508	9500		
2 Rent/Custodian Recovery	12212	33000	Y	Joint Operating Agrment - Recovery
3 Administration		27789		
FUNDRAISING (NET REVENUE)	43932	71500	Y	CNOY/Santa photos
INDIVIDUAL DONATIONS	9653	64694	N	
IN-KIND SOURCES	24264	21003	Y	
INVESTMENT INCOME	293	0		
OTHER SOURCES (SPECIFY)				
1 Christmas Bureau Other Gr		15000		Empty Stocking Fund
2				
3				
<b>TOTAL REVENUE</b>	<b>286753</b>	<b>553675</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	232272	347640	
OFFICE SUPPLIES & EXPENSES	19012	40577	includes computer maintenance
PROGRAM & EVENT SUPPLIES	1057	15921	
ADVERTISING & PROMOTION	18121	26967	adverstizing, website and social
TRAVEL & VEHICLES EXPENSES	230	1525	
INTEREST AND BANK CHARGES	292	0	
LICENCES, MEMBERSHIPS, & DUES	0	688	
OCCUPANCY COSTS	33398	46489	Rent, janitorial
PROFESSIONAL & CONSULTING FEES	11413	55880	
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	234	150	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Administration	0	27789	
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>316029</b>	<b>563626</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-29276</b>	<b>-9951</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Meals on Wheels Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue Burnaby V5C 0H1		
3. WEBSITE (IF APPLICABLE)		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE (604) 613-4045	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Alexis Haig	PHONE	EMAIL Alexish@burnabynh.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO CHARITABLE NO 10681 9345 RR0001 (Society #S0030421)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 15,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 117,809.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE. Burnaby Meals on Wheels operates a meal delivery program for frail and physically challenged individuals. We have had to restructure the Meals on Wheels program in order to be eligible for gaming funding. BMW can only access gaming funds if the food program is free or by donation to clients. This will be a new option to Burnaby Meals on Wheels for low income seniors who can not afford to pay for the regular BMW program. The frozen meal program that was initiated by Burnaby Neighbourhood House during the pandemic has been integrated into the Burnaby Meals on Wheels structure in order to become sustainable. As a result the requested program grant will help to cover the added costs of food and meal preparation. We are therefore requesting a general programming grant of 15,000 which will be added to the gaming funds and ongoing fundraising.



# COMMUNITY GRANT APPLICATION

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

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

Our meal delivery service ensures the elderly and physically challenged receive the nutrition they need to maintain their health and live independently in their own home. The Food Access and Connections for seniors program ensures that seniors and physically challenged individuals struggling as they cope with poverty situations are provided with free meals and groceries. Additionally, individuals from the community who are engaged as volunteers also benefit as they take great pride and satisfaction in knowing that they are helping neighbours in need. In 2022, (during an 8 month interim as the fiscal year changed) 146 seniors were delivered a total of 9997 meals. 39 volunteers gave a total of 2128 hours.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM	
BMW Food Access and Connections for Seniors	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION)	
2055 Rosser Avenue	
3. PROJECT/EVENT/PROGRAM START DATE	4. PROJECT/EVENT/PROGRAM END DATE
2022-09-01	2023-08-31

## SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM
The purpose of the Food Access and Connections for Seniors program is to ensure that low income frail Burnaby seniors have access to food security through the delivery of free frozen meals and/or Food Hub groceries to their homes. The program also ensures that volunteers are checking in on seniors well-being regularly and connecting seniors to a range of local social/health supports. Another purpose is to provide an opportunity for Burnaby residents to become engaged in their local community through volunteering opportunities as meal preparers and route drivers .
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES
The Food Access and Connections for Seniors program requires a range of activities. This includes fundraising and coordinating the free meal and grocery delivery into the driving routes of the regular cost recovery hot meals. It also includes, publicity and integrated referral system from health professionals, community partners and family members; training, management and support of volunteers to deliver frozen meals and free groceries, and coordination of preparation of the frozen meals.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

The meal delivery program is directly aligned with the Priority strategy #1 to meet basic needs and contribute to the health needs of Burnaby residents. The primary focus is to ensure that low income seniors and persons with disabilities have access to nutritious, affordable food. Additionally, the volunteer drivers connect and chat with clients as they deliver meals which is an opportunity to be alerted to any arising issues or needs that may need to be reported to program staff for follow up. The program also aligns with priority #3 getting involved as it promotes community engagement to individuals and provides the opportunity for volunteers to help with the meal delivery and are involved with meal preparation. Volunteers also ensure that seniors feel safe and supported in their community.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

This program is financial supported by the BC community gaming grant, donations and community fundraising. In kind support is provided by the BNH food hubs and BNH Senior Management for oversight. We work closely with inter-agency service providers who are a source of referrals. This includes Fraser health home healthcare; Primary Care Network; Social Workers; Citizens Support Services; Neighbourhood House seniors' team; Seniors Outreach Services Society; and immigrant serving organizations.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

We would seek individual and/or corporate donations or reduce the number of meals that we can provide to low income seniors.

## SECTION E: EVENT OUTCOMES\*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

Food Security for our most vulnerable seniors continues to be a priority. The outcomes include: 1) Seniors having access to nutritious free meals and groceries that are delivered to their homes 2) Seniors having access to information and connection to local resources and supports; 3) Interagency service providers and organizations will have increased knowledge about the service and referral process 4) individuals will be engaged in their community as volunteers.

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

We will gather statistics on: the number of frozen meals and grocery bags that were delivered to seniors' in their homes, the number of referrals received and their source; the number of volunteers and volunteer hours.



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	56		52		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	40		40		
DONATIONS AND SPONSORSHIPS (CASH)	2		6		
DONATIONS AND SPONSORSHIPS (IN-KIND)	0		0		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	2		2		
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
In order to be able to sustain a free meal program for seniors, we will need to continue to seek out funding partners and rely on the in kind support of Burnaby Neighbourhood House senior managers for program oversight and donated food from the food hubs. With the introduction of this program into the regular BMW program, we will continue to be eligible for operating funds from BC community gaming and will focus on local corporate donations to support the free food.					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 0.00	\$ 9,000.00	\$ 10,000.00		\$ 25,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 6,116.00	\$ 6,116.00	\$ 1,482.00	\$ 1,482.00	
LEASE GRANT	\$ 5,796.30	\$ 5,913.06	\$ 5,913.06	\$ 5,913.06	
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1 Continue to provide exemplary critical meal delivery services to those in need throughout Burnaby incorporating an option of free meals and groceries for seniors and physically challenged struggling as they live in poverty.					
DESCRIPTION Nutritious quality meals will continue to be delivered to and support those in the community who need us most. In addition to the current hot meals, BMW will aim to serve Burnaby's low income seniors by introducing a free/by donation option for seniors struggling with food security. Utilizing the existing delivery system, free frozen meals and grocery bags will be added and delivered along the existing routes by volunteers. The free food bags will be from the Food Hubs. Social contact that our clients experience when their meals are delivered remains an important element of the meal delivery programs. Volunteers knock and wait for the clients to come to the door so that they can check on the well being of each client and report any concerns to BMW team.					

**GOAL 2**

Conitnue to Explore expanded menu options as well alternative options for meal preparation services.

**DESCRIPTION**

In an effort to continue to provide affordable, quality and culturally appropriate meals, we will explore various menu options that are tailored to the needs of the clients. In addition, we are planning to research the feasibility and potential cost savings of preparing "in house" meals for delivery with our integrated partner organization Burnaby Neighbourhood House. This process has begun with the preparation of low cost/free frozen meals that are an alternative option to the hot meal program.

**GOAL 3**

To integrate the meal delivery service as part of the continuum of supports available in Burnaby and make intentional connections with cross referrals amongst inter-company teams at Burnaby Neighbourhood House, Burnaby Seniors Outreach Services Society and Burnaby Community Services. Also ensure close connections with the members of community based seniors network (including Burnaby Citizens' Support Services) and the PCN seniors working group for the purpose of cross referrals.

**DESCRIPTION**

The BMW coordinator meets regularly with the teams of BNH and BSOS to plan and discuss program delivery and access. BMW staff are part of a wrap around approach and can ensure that the diverse needs of our clients are addressed through referrals to other support services. This includes information and referral to community supports such as counseling for mental health needs, connection to a volunteer peer navigator, information and connection to social community programs, support for caregivers.

Referrals to our program are promoted and encouraged through close working relationships with members at the community based seniors network (including Burnaby Citizens Support Services) and PCN seniors working group.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	68	51
VOLUNTEER HOURS PER YEAR	2,775	2,278
NUMBER OF VOTING MEMBERS	70	1,961

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

Our goal is to improve the quality of life for those in our community who aren't able to meet their nutritional needs, regardless of their age, ability, ethnicity, gender, religion or sexual orientation. We welcome staff members and volunteers who represent our diverse community in Burnaby and many are multilingual. Our volunteers deliver meals chosen from diverse menu options that appeal to individuals from different cultures and with varied dietary needs, including minced food for those who have trouble chewing or swallowing. The Food Access and Connections program ensures that low income seniors' food security needs are addressed with the delivery of free food. During the meal delivery, our volunteers interact with clients of varying ages and backgrounds. Some of our clients are visually impaired, others speak little English, some have severe mobility issues, and yet others are juggling care-giving for both elderly relatives and youngsters.



# COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>Commercial Liability Insurance, and Directors and Officers Liability Insurance.</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>The City of Burnaby's support of Burnaby Meals on Wheels would be profiled through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases, and other media activity in brochures and posters.</p>



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization      Project/Event/Program

2. FOR THE FISCAL YEAR  
2022-2023

3. MONTH FISCAL YEAR BEGINS  
September 2022

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming	38705	62000	Y	2022-2023 approval received
2	15837			
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby Grant	6667	15000	N	
2 City of Burnaby lease	3864			
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1	85936			
2				
3				
FUNDRAISING (NET REVENUE)		11000		
INDIVIDUAL DONATIONS	564	10000	N	ood hub donations/ project manager
IN-KIND SOURCES		15000	Y	ood hub donations/ project manager
INVESTMENT INCOME	43			
OTHER SOURCES (SPECIFY)				
1 Corporate donations	3013	4800	N	
2				
3				
<b>TOTAL REVENUE</b>	<b>154629</b>	<b>117800</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	59018	57329	wages for coordination/manage
OFFICE SUPPLIES & EXPENSES	7334	4400	computer,copying, office
PROGRAM & EVENT SUPPLIES	71009	28080	meal costs /volunteer gas
ADVERTISING & PROMOTION	1293	900	
TRAVEL & VEHICLES EXPENSES	6026	3000	
INTEREST AND BANK CHARGES	1200		
LICENCES, MEMBERSHIPS, & DUES	159		
OCCUPANCY COSTS	8501		
PROFESSIONAL & CONSULTING FEES	3370		
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	477		
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Administration	0	9100	
2 Food donations	0	10000	
3 Project Management	0	5000	
4 total expenditures	158387		
5 surplus(deficit)	-3758		
<b>TOTAL EXPENDITURES</b>	<b>313016</b>	<b>117809</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-158387</b>	<b>-9</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Meals on Wheels Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue Burnaby V5C 0H1		
3. WEBSITE (IF APPLICABLE)		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE (604) 613-4045	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Alexis Haig	PHONE	EMAIL Alexish@burnabynh.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO CHARITABLE NO 10681 9345 RR0001 (Society #S0030421)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 10,000.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 279,902.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.  BMW operates a meal delivery program. We have had to restructure the Meals on Wheels program in order to be eligible for gaming funding. We can only access gaming funds if the food program is free or by donation to clients. This will be a new option to Burnaby Meals on wheels for low income seniors who can not afford to pay for the regular meals on wheels program. The frozen meal program that was initiated by Burnaby Neighbourhood House during the pandemic has been transferred over and integrated into Burnaby Meals on Wheels. This shift is going to address from serious food security needs of Burnaby Seniors but it is also going to increase the operating costs of BMW. We are therefor requesting support of an operating grant in addition to a program grant to support this shift.



# COMMUNITY GRANT APPLICATION

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

The operating grant will be used to offset the costs of operations such as program director oversight, utilities, IT support, office supplies, accounting and shared custodial

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

Our meal delivery service ensures the elderly and physically challenged receive the nutrition they need to maintain their health and live independently in their own home. The program also ensures chronically ill people, such as cancer patients, are receiving the nutrition they need to regain their health and new mothers can receive nutritious meals while allowing them to focus on caring for their new baby. Additionally, individuals from the community who are engaged as volunteers also benefit as they take great pride and satisfaction in knowing that they are helping neighbours in need.

In 2022, (during an interim of 8 months as the fiscal year changed) 146 seniors were delivered a total of 9997meals. 39 volunteers gave a total of 2128 hours.

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

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

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

### SECTION D: PURPOSE OF BENEFIT\*

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



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

**SECTION E: EVENT OUTCOMES\***

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

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

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

**SECTION F: LONG TERM VIABILITY\*\***

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	56			52	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	40			40	
DONATIONS AND SPONSORSHIPS (CASH)	2			6	
DONATIONS AND SPONSORSHIPS (IN-KIND)	0			0	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	2			2	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>The program has benefited from stable funding from the Province, ministry of health, user fees, and individual and corporate donations. We are continuing to promote brand recognition so that our society is quickly associated with the valuable services and resources we provide which supports our ongoing fundraising efforts. This past year, our society came under the umbrella of Burnaby Neighbourhood House and we are expanding the meal delivery program to Burnaby's most vulnerable low income seniors. Through this merger of programs we expect to face a number of challenges while also finding administrative efficiencies in administration, marketing, volunteer recruitment and program oversight and management.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	0	\$ 9,000.00	\$ 10,000.00		\$ 25,000.00
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION	\$ 6,116.00	\$ 6,116.00	\$ 1,482.00	\$ 1,482.00	
LEASE GRANT	\$ 5,796.30	\$ 5,913.06	\$ 5,913.06	\$ 5,913.06	
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1 Continue to provide exemplary critical meal delivery services to those in need throughout Burnaby incorporating an option of free meals and groceries for seniors and physically challenged struggling as they live in poverty.</p>					
DESCRIPTION					
<p>Nutritious quality meals will continue to be delivered to and support those in the community who need us most. In addition to the current hot meals, BMW will aim to serve Burnaby's low income seniors by introducing a free/by donation option for seniors struggling with food security. Utilizing the existing delivery system, free frozen meals and grocery bags will be added and delivered along the existing routes by volunteers. The free food bags will be from the Food Hubs. Social contact that our clients experience when their meals are delivered remains an important element of the meal delivery programs. Volunteers knock and wait for the clients to come to the door so that they can check on the well being of each client and report any concerns to BMW team.</p>					

**GOAL 2**

Conitnue to Explore expanded menu options as well alternative options for meal preparation services.

**DESCRIPTION**

In an effort to continue to provide affordable, quality and culturally appropriate meals, we will explore various menu options that are tailored to the needs of the clients. In addition, we are planning to research the feasibility and potential cost savings of preparing "in house" meals for delivery with our integrated partner organization Burnaby Neighbourhood House. This process has begun with the preparation of low cost/free frozen meals that are an alternative option to the hot meal program.

**GOAL 3**

To integrate the meal delivery service as part of the continuum of supports available in Burnaby and make intentional connections with cross referrals amongst inter-company teams at Burnaby Neighbourhood House, Burnaby Seniors Outreach Services Society and Burnaby Community Services. Also ensure close connections with the members of community based seniors network (including Burnaby Citizens' Support Services) and the PCN seniors working group for the purpose of cross referrals. .

**DESCRIPTION**

The BMW coordinator meets regularly with the teams of BNH and BSOS to plan and discuss program delivery and access. BMW staff are part of a wrap around approach and can ensure that the diverse needs of our clients are addressed through referrals to other support services. This includes information and referral to community supports such as counseling for mental health needs, connection to a volunteer peer navigator, information and connection to social community programs, support for caregivers.

Referrals to our program are promoted and encouraged through close working relationships with members at the community based seniors network (including Burnaby Citizens Support Services) and PCN seniors working group.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	68	51
VOLUNTEER HOURS PER YEAR	2,775	2,925
NUMBER OF VOTING MEMBERS	70	1,961

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

Our goal is to improve the quality of life for those in our community who aren't able to meet their nutritional needs, regardless of their age, ability, ethnicity, gender, religion or sexual orientation. We welcome staff members and volunteers who represent our diverse community in Burnaby and many are multilingual. Our volunteers deliver meals chosen from diverse menu options that appeal to individuals from different cultures and with varied dietary needs, including minced food for those who have trouble chewing or swallowing. The Food Access

During the meal delivery, our volunteers interact with clients of varying ages and backgrounds. Some of our clients are visually impaired, others speak little English, some have severe mobility issues, and yet others are juggling care-giving for both elderly relatives and youngsters. Along with delivering meals to those in need, the volunteers express to us how much they enjoy the valuable connection they have with the clients in their community.



# COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>Commercial Liability Insurance, and Directors and Officers Liability Insurance.</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>The City of Burnaby's support of Burnaby Meals on Wheels would be profiled through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases, and other media activity in brochures and posters.</p>



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization     Project/Event/Program

2. FOR THE FISCAL YEAR  
2022-2023

3. MONTH FISCAL YEAR BEGINS  
September 2022

8MTH

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming	38705	62000	Y	2022-2023 approval received
2 Fraser Health Authority	15837	21120	Y	On going service contract
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby Grant	6667	25000	N	
2 City of Burnaby lease	3864	5913	Y	
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1	85936	119000		fees for meals
2				
3				
FUNDRAISING (NET REVENUE)		11000	N	
INDIVIDUAL DONATIONS	564	10000	N	
IN-KIND SOURCES				
INVESTMENT INCOME	43	0		
OTHER SOURCES (SPECIFY)				
1 Corporate donations	3013	4800	N	
2 Administration	0	21069		
3				
<b>TOTAL REVENUE</b>	<b>154629</b>	<b>279902</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	59018	93336	wages for coordination/manage
OFFICE SUPPLIES & EXPENSES	7334	14600	computer,copying, office
PROGRAM & EVENT SUPPLIES	71009	116280	meal costs /volunteer gas
ADVERTISING & PROMOTION	1293	2000	organizational development
TRAVEL & VEHICLES EXPENSES	6026	8000	
INTEREST AND BANK CHARGES	1200	1800	credit card charges
LICENCES, MEMBERSHIPS, & DUES	159	200	
OCCUPANCY COSTS	8501	14917	IT,custodial,rent,garbage
PROFESSIONAL & CONSULTING FEES	3370	3000	accounting/audit
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS	477	700	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Administration	0	21069	
2 Organizational Development	0	4000	
3			
4 total expenditures	158387	279902	
5 current surplus(deficit)	-3758	0	
<b>TOTAL EXPENDITURES</b>	<del>NaN</del>	<del>NaN</del>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<del>NaN</del>	<del>NaN</del>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Neighbourhood House Society		
2. ORGANIZATION STREET ADDRESS 4460 Beresford Street		
3. WEBSITE (IF APPLICABLE) <a href="https://burnabynh.ca">https://burnabynh.ca</a>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Antonia Beck	PHONE 604-431-0400	EMAIL antoniab@burnabynh.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Jennifer Ng	PHONE 604-431-0400	EMAIL jennifern@burnabynh.ca

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S0035149	DATE OF INCORPORATION 1996-04-10
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: 15,000 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.

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

This is a program grant. Funding will support program supplies and wages. Grant funds will be spent from January and December 2023.

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT), HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?\*

The BNH operates two Neighbourhood Houses that are community based and supports residents of all ages and diverse backgrounds.

The community engagement program offered at each of the Burnaby Neighbourhood Houses ensures that Burnaby residents will have a range of free/low cost accessible programs to participate in. This is possible by facilitating the engagement of Burnaby residents as volunteer program leaders and helpers and ensuring that barriers to participation are addressed. through the Community Engagement program, residents who become involved as volunteers benefit from increased connections to their community, and the opportunity to share their talents and skills and help their neighbours. Approximately 12,000 residents benefited from community engagement program at North House and South House last year.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM BNH Community Engagement Program	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) North House - 4908 Hastings Street, Bby and South House - 4460 Beresford Street, Bby	
3. PROJECT/EVENT/PROGRAM START DATE 2023-01-01	4. PROJECT/EVENT/PROGRAM END DATE 2023-08-31

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

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM To engage residents as volunteers to provide accessible and inclusive programming for all Burnaby citizens. To provide opportunities for residents of all ages and diverse backgrounds participate year round in a range of fee/low cost, barrier programs that are offered by local volunteers. and to ensure that all volunteers are supported and engaged in program delivery to the best of their ability.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Staff at each of the Neighbourhood Houses facilitate the involvement of local residents as volunteers who initiate and lead activities/programs.  Free programs include: Monthly community engagement events at each of the Neighbourhood Houses offered by volunteer committees; volunteer support at summer and holiday dinner events; support of volunteers offering free income tax clinics to low income individuals; support of volunteers at the demonstration community garden. Activity programs and services that are initiated by BNH volunteers who have special skill or talent to share. Staff support volunteers at each location with set up, promotion, and implementation (eg. free art classes; yoga; cooking demonstrations; taichi; knitting/sewing circles). All programs are free and accessible to community residents.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

The community engagement program is directly aligned with the City's social sustainability Plan. The primary focus of the community engagement program is to create a connected community that addresses social isolation and promotes social connections, community belonging and civic engagement. Through the community engagement program, BNH creates welcoming and inclusive neighbourhoods that celebrate and promote diversity amongst neighbours. Through intentional connections, resident engagement as volunteers and offering low barrier programs, we aim to address the needs of all residents including vulnerable individuals and families.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

BNH partners with a number of organizations who promote and connect their clients to the activities at both Neighbourhood Houses. Our active partners include Primary Care Network; Mosaic; ISS; BC Community Living; BFLI; PIRS; Centre for Ability; Ethiopian Cultural Association; Heights Resident Association; Burnaby Community Schools; BPL; Vancouver Food Bank to name a few. In addition, BNH became the umbrella organization for Burnaby Community Services, Burnaby Meals on Wheels and Burnaby Seniors Outreach Services which has expanded our reach within the community and to stakeholders.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

The Community Engagement Program is partially funded by a BC Community Gaming grant. BNH is committed to community engagement and the support of Volunteers in our Neighbourhood Houses. We will continue to fundraise and use donations to make up the difference.

**SECTION E: EVENT OUTCOMES\***

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

BNH surveys program participants on an annual basis measuring the mentioned outcomes below. Quantitative data will be collected that includes number of volunteers and volunteer led programs and number of residents who benefited.

Surveys will measure the identified participant outcomes :

Health and wellbeing; inclusion, belonging and connectedness; and Leadership participation and sense of pride in place

Aside from surveys and data collection , listening to volunteer's and staff stories of impact through the residents who volunteer and those who participate in volunteer led programs throughout the year demonstrates the success of the project in meeting the project goals.

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

BNH surveys program participants on an annual basis measuring the above mentioned outcomes. Quantitative data is collected that includes number of volunteers and volunteer led programs and number of residents who benefited.

Surveys measure the identified participant outcomes :

Health and wellbeing; inclusion, belonging and connectedness; and Leadership participation and sense of pride in place



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	42		55		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	41		28		
DONATIONS AND SPONSORSHIPS (CASH)	5		3		
DONATIONS AND SPONSORSHIPS (IN-KIND)	0		0.4		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	1		2		
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>BNH's current revenues are diversified and include user fees, varied grants, 41% government funding. We have an annual fundraising plan which includes increasing individual donations and implementing community fundraising events. This past year we were awarded a new contract with BC housing to engage residents in programs at 5 new resident sites. We are working with the United Way to secure funding to continue the supports for frail seniors, development of young leaders, and to ensure sustainability of the food hubs. The BNH childcare operations expanded as per the school district childcare plan. This includes the opening of 1 early years centre. The second early years centre is slated to open later this year. We continuously look for opportunities to partner with organizations and businesses on the delivery of services and supports within our two Neighbourhood Houses. In 2021, we became the umbrella organization for Bby Community Services, Bby seniors outreach society, Bby Meals on Wheels and we are working toward administrative efficiencies and integrated program delivery.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	35000	35000	35000		35000
GRANT - IN-KIND		2500			
PERMISSIVE TAX EXEMPTION				68373	
LEASE GRANT	55474	56570	56937	56961	
OTHER		10195	10195		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1</p> <p>To continue to support Burnaby's most vulnerable residents with access to basic needs such as food, social supports and engagement, and digital knowledge and technology.</p>					
<p>DESCRIPTION</p> <p>The two Burnaby Neighbourhood Houses are continuing to address the needs of Burnaby's vulnerable populations and ensure that barriers are addressed. This includes food security programs and services from the food hubs (ie. providing food hampers, grocery gift cards), outreach support to seniors(ie. phone check-ins, grocery shopping, free grocery delivery) , settlement support for newcomers and Outreach services for families with children 0-12 years old (ie. phone check-ins, grocery shopping, delivery of donated food bags, virtual and in person programming). Youth Leadership program and training for youth 13 to 18 promoting community connections and engagement. Computer cafe drop ins to support digital literacy.</p>					

**GOAL 2**

To strengthen community engagement and empower local voices by supporting local leadership, ensuring under-represented and equity seeking communities are included, and utilizing the expertise and skill of community building leaders.

**DESCRIPTION**

BNH is committed to ensuring that as an organization we make Justice, Equity, Diversity and Inclusion a priority in all aspects of our organization. We intend to make sure that we are promoting the engagement opportunities to every participant/neighbour who engages with one of our Houses. This process has begun with staff/board training to increase our knowledge of diversity issues to acknowledge and addressing systemic barriers to participation. The management team is working with our staff teams to instill the values of the Neighbourhood House movement, which is founded in Asset Based community development (ABCD). Key to this work is the belief that our neighbours have skills and assets to share with the community, and we feel that BNH is well placed to facilitate this process.

**GOAL 3**

To refine organizational alignment and enhance BNH's sustainability, by aligning the four societies (BNH, Bby Community Services, Bby Meals on Wheels, and Bby Seniors Outreach Services Society) under a shared community vision.

**DESCRIPTION**

BNH recently completed a 3-year strategic plan which will allow board members and management staff to fully integrate programs and services of all four societies while continuing to be responsive to local community needs. This includes planning an integrated continuum of supports to Burnaby seniors (eg. incorporating the BNH seniors frozen meals and food hub delivery program into the Burnaby Meals on Wheels program structure) and Burnaby families (e.g. expanding the Family Drop-In program).

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	546	1060
VOLUNTEER HOURS PER YEAR	17439	20033
NUMBER OF VOTING MEMBERS	1268	1961

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

BNH is a welcoming and inclusive organization with much thought and attention paid to understanding the diverse needs of our community. We ensure programs are affordable and if someone cannot afford to pay then we offer internal subsidies. BNH is involved in initiatives to ensure that we are welcoming to all cultural groups; gender orientations; and indigenous populations. Our settlement team has increased capacity to support the newcomer/immigrant populations. These past few years, all BNH staff have been trained in JEDI (Justice, Equity, Diversity, Inclusion); this training has been the forefront of our work in the community programs.



# COMMUNITY GRANT APPLICATION

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE?</p> <p>Westland Insurance - 5000000 commercial liability</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>We will acknowledge on our website and social media. We have a donor board on site at the South House that displays the city logo. City will be acknowledged in our annual report and at our Annual General Meeting with our membership.</p>



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization     Project/Event/Program

---

2. FOR THE FISCAL YEAR  
2022-2023

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3. MONTH FISCAL YEAR BEGINS  
September

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Gaming	30000	37000	N	
2 Other Gaming	3200			service clubs
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	15000	15000	N	requested
2				
3				
SPONSORSHIP (SPECIFY)				
1 Fundraising		20000		fundraising gala
2				
3				
EARNED REVENUE				
1 Program Fees	863	2400		
2 Membership	2500			
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS		2300		
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Grants	22074	15000		previous year deferred revenue
2				
3				
<b>TOTAL REVENUE</b>	<b>73637</b>	<b>91700</b>		



# COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	62369	70700	
OFFICE SUPPLIES & EXPENSES	1000		
PROGRAM & EVENT SUPPLIES	2138	3900	
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS	19857	20875	
PROFESSIONAL & CONSULTING FEES			
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	667		
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Administration	7475	6420	
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>93506</b>	<b>101895</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-19869</b>	<b>-10195</b>	



# COMMUNITY GRANT APPLICATION

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME <b>Burnaby Neighbourhood House Society</b>		
2. ORGANIZATION STREET ADDRESS <b>4460 Beresford Street, Burnaby, BC V5H 0B8</b>		
3. WEBSITE (IF APPLICABLE) <b>https://burnabynh.ca</b>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME <b>Antonia Beck</b>	PHONE <b>604-431-0400</b>	EMAIL <b>antonia@burnabynh.ca</b>
5. ALTERNATIVE CONTACT PERSON		
NAME <b>Jennifer Ng</b>	PHONE <b>604-431-0400</b>	EMAIL <b>jennifern@burnabynh.ca</b>

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO <b>S0035149</b>	DATE OF INCORPORATION <b>1996-04-10</b>
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input checked="" type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: <b>20,000</b> <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.



# COMMUNITY GRANT APPLICATION

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

The operating grant will help offset the ongoing expenses of some of the occupancy costs, eg. North House lease, Community Hall operations, Hydro, phones, internet for our 2022-23 fiscal year.

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT), HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?

The BNH operates two Neighbourhood Houses that are community based and residents of all ages and diverse backgrounds benefit from participation in low barrier/accessible programs and services that address local needs and promote community engagement. In addition, residents benefit from programs such as our food hub operated at the BNH Community Hall and families benefit from the care offered at the 9 daycare sites. Shared organizational outcomes include: increased sense of belonging/ Inclusion/connectedness; increased health and well-being; increased safety and security; increased leadership and participation alleviation of poverty; . In addition, staff are involved in numerous city planning initiatives which contribute to responding to various local issues and needs. ie. BIAC, ECD table, Food Security, City Childcare Resource Group, School Age initiative, BIPT, Burnaby Together In 2021-2022 fiscal year we recorded 6828 adults and 5296 children/youth for a total of 12,124 individuals.

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

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

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

### SECTION D: PURPOSE OF BENEFIT\*

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



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

**SECTION E: EVENT OUTCOMES\***

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

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



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	42			55	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	41			28	
DONATIONS AND SPONSORSHIPS (CASH)	5			3	
DONATIONS AND SPONSORSHIPS (IN-KIND)	0			0.4	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	1			2	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>BNH's current revenues are diversified and include user fees, varied grants, 41% government funding. We have an annual fundraising plan which includes increasing individual donations and implementing community fundraising events. This past year we were awarded a new contract with BC housing to engage residents in programs at 5 new resident sites. We are working with the United Way to secure funding to continue the supports for frail seniors, development of young leaders, and to ensure sustainability of the food hubs. The BNH childcare operations expanded as per the school district childcare plan. This includes the opening of 1 early years centre. The second early years centre is slated to open later this year. We continuously look for opportunities to partner with organizations and businesses on the delivery of services and supports within our two Neighbourhood Houses. In 2021, we became the umbrella organization for Bby Community Services, Bby seniors outreach society, Bby Meals on Wheels and we are working toward administrative efficiencies and integrated program delivery.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	35000	35000	35000		35000
GRANT - IN-KIND		2500			
PERMISSIVE TAX EXEMPTION				68373	
LEASE GRANT	55474	56570	56937	56961	
OTHER		10195	10195		
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1 To continue to support Burnaby's most vulnerable residents with access to basic needs such as food, social supports and engagement, and digital knowledge and technology.</p>					
<p>DESCRIPTION The two Burnaby Neighbourhood Houses are continuing to address the needs of Burnaby's vulnerable populations and ensure that barriers are addressed. This includes food security programs and services from the food hubs (ie. providing food hampers, grocery gift cards), outreach support to seniors(ie. phone check-ins, grocery shopping, free grocery delivery) , settlement support for newcomers and Outreach services for families with children 0-12 years old (ie. phone check-ins, grocery shopping, delivery of donated food bags, virtual and in person programming). Youth Leadership program and training for youth 13 to 18 promoting community connections and engagement. Computer cafe drop ins to support digital literacy.</p>					

**GOAL 2**

To strengthen community engagement and empower local voices by supporting local leadership, ensuring under-represented and equity seeking communities are included, and utilizing the expertise and skill of community building leaders.

**DESCRIPTION**

BNH is committed to ensuring that as an organization we make Justice, Equity, Diversity and Inclusion a priority in all aspects of our organization. We intend to make sure that we are promoting the engagement opportunities to every participant/neighbour who engages with one of our Houses. This process has begun with staff/board training to increase our knowledge of diversity issues to acknowledge and addressing systemic barriers to participation. The management team is working with our staff teams to instill the values of the Neighbourhood House movement, which is founded in Asset Based community development (ABCD). Key to this work is the belief that our neighbours have skills and assets to share with the community, and we feel that BNH is well placed to facilitate this process.

**GOAL 3**

To refine organizational alignment and enhance BNH's sustainability, by aligning the four societies (BNH, Bby Community Services, Bby Meals on Wheels, and Bby Seniors Outreach Services Society) under a shared community vision.

**DESCRIPTION**

BNH recently completed a 3-year strategic plan which will allow board members and management staff to fully integrate programs and services of all four societies while continuing to be responsive to local community needs. This includes planning an integrated continuum of supports to Burnaby seniors (eg. incorporating the BNH seniors frozen meals and food hub delivery program into the Burnaby Meals on Wheels program structure) and Burnaby families (e.g. expanding the Family Drop-In program).

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	546	1060
VOLUNTEER HOURS PER YEAR	17439	20033
NUMBER OF VOTING MEMBERS	1268	1961

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

BNH is a welcoming and inclusive organization with much thought and attention paid to understanding the diverse needs of our community. We ensure programs are affordable and if someone cannot afford to pay then we offer internal subsidies. BNH is involved in initiatives to ensure that we are welcoming to all cultural groups; gender orientations; and indigenous populations. Our settlement team has increased capacity to support the newcomer/immigrant populations. These past few years, all BNH staff have been trained in JEDI (Justice, Equity, Diversity, Inclusion); this training has been the forefront of our work in the community programs.



## COMMUNITY GRANT APPLICATION

### SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes

No

2. IF YES, WHAT COVERAGE?

Westland Insurance - 5000000 commercial liability

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

We will acknowledge on our website and social media. We have a donor board on site at the South House that displays the city logo. City will be acknowledged in our annual report and at our Annual General Meeting with our membership.



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2022-2023
3. MONTH FISCAL YEAR BEGINS September

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 HRDC/Youth Links	344694	212117	Y	Summer student/IRCC
2 DLEP/Settlement/CEWS	528461	480651	Y	IRCC Settlement (Mar 2025)
3 New Horizons/Heritage Ca	11801	18000	Y	
PROVINCIAL GOVERNMENT (SPECIFY)				
1 MCFD	457700	619505	Y	Childcare Operating/Family Resource
2 Gaming	100000	100000		
3 Other	283543	349750	Y	BC Housing/Fraserhealth/CALP
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	35000	35000	N	Grant requested for 2023
2 City of Bby-lease grant	56937	56961	Y	
3 Other	10195	68373		
SPONSORSHIP (SPECIFY)				
1 Fundraising	21232	20000		
2 Sponsorship	44470	45000		
3 Other fundraising	17772	45500		
EARNED REVENUE				
1 Program fees	1675365	2343241		Primary Daycare/Preschool/EarlyYear
2 Membership	4118	5000		
3 Other	510	300		Merchandise/t-shirts
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	147225	105800		
IN-KIND SOURCES	31512	24000		
INVESTMENT INCOME	-10860	20000		
OTHER SOURCES (SPECIFY)	26777	15000		
1 Comm grants/foundations	981916	790684	N	
2 Space Use Recoveries	13626	35669		
3 Administration/other recovery	1020087	1215027		
<b>TOTAL REVENUE</b>	<b>5802081</b>	<b>6605578</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	4054722	4765067	
OFFICE SUPPLIES & EXPENSES	13429	14500	
PROGRAM & EVENT SUPPLIES	1432963	1555666	
ADVERTISING & PROMOTION	4003	4000	
TRAVEL & VEHICLES EXPENSES		3600	
INTEREST AND BANK CHARGES	3599	4000	
LICENCES, MEMBERSHIPS, & DUES	1690	1500	
OCCUPANCY COSTS	113873	182294	
PROFESSIONAL & CONSULTING FEES	49480	51000	
CAPITAL PURCHASES & IMPROVEMENTS	28153	17350	
AMORTIZATION OF CAPITALIZED ASSETS	47265	45000	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	13316	6750	
CITY SERVICES EXPENSES (SPECIFY)			
1 Hydro	10566	13010	
2 Utility	4205	5178	
3 Gas	1228	1512	
OTHER EXPENSES (SPECIFY)			
1 Fundraising	24178	25000	
2 Insurance	9349	2200	
3 In-Kind Expenses	31512	24000	
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>5843531</b>	<b>6721627</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-41450</b>	<b>-116049</b>	

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME <b>Take a Hike Youth Mental Health Foundation</b>		
2. ORGANIZATION STREET ADDRESS <b>728 - 736 Granville Street, Vancouver, BC V6Z 1G3</b>		
3. WEBSITE (IF APPLICABLE) <b>www.takeahikefoundation.org</b>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME <b>Larissa Hayes</b>	PHONE <b>604-638-3385 ext. 102</b>	EMAIL <b>larissa@takeahikefoundation.org</b>
5. ALTERNATIVE CONTACT PERSON		
NAME <b>Rachael Lipetz</b>	PHONE <b>604-638-3385 ext. 177</b>	EMAIL <b>rlipetz@takeahikefoundation.org</b>
6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO <b>89139 4611 RR0001</b>	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

**SECTION B: GRANT INFORMATION**

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant	
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: <b>\$15,000</b> <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. <b>\$368,300</b>	
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE. <b>We are facing a youth mental health crisis in BC, made worse by the COVID-19 pandemic and amplified for youth already experiencing vulnerability. We are continuing to seeing an urgent and increasing need for support among youth and families in the communities we serve. In response, during Summer 2022 we expanded our clinical counselling services to provide continuity of care for participants and their families in our Burnaby program. Youth now have summer access to weekly individual or family counselling, an urgent phone line to help address emerging mental health challenges before they reach the need for emergency care services, and continued coordination of additional support resources such as addictions programs, social workers, and/or corrections officers. At the same time, because of increased need, demand for mental health clinicians is also increasing, requiring competitive compensation and increased efforts to recruit.</b>	

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

N/A

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

The program directly benefits approximately 20 vulnerable youth and their families annually. Take a Hike serves youth who have complicated life experiences and who have struggled with past trauma, mental health challenges, and school engagement. Last year, 78% of participants had diagnosed or emerging mental health concerns and 30% were receiving addictions treatments or struggled with substance use. See question F6 for more details about participant demographics. Youth benefit through: improved mental health, well-being, and resilience; increased social and emotional skills; and improved academic success leading to high school graduation. In addition to direct benefits to youth, the program benefits families through their children's improved well-being and through supports including family therapy. Communities benefit through the volunteer hours youth regularly contribute to local non-profits and community initiatives through the community involvement component of the program, and through long-term social returns. The program indirectly benefits an estimated 120 individuals in the Burnaby community annually.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM

Take a Hike Burnaby Program

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

Canada Way Learning Centre, 5310 Woodsworth St, Burnaby, BC, V5G 1S4

3. PROJECT/EVENT/PROGRAM START DATE

2023-07-01

4. PROJECT/EVENT/PROGRAM END DATE

2024-06-30

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

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

Take a Hike empowers youth who experience vulnerability to change the trajectory of their lives with a full-time mental health and emotional well-being program embedded in an alternate education classroom. Take a Hike engages youth with intentional clinical counselling, land-based learning, and community. Our public school district partners provide high quality education, and together, we empower youth with the skills and resilience they need to graduate high school, build healthy relationships, and achieve success – however they define it. The long-term goal for each Take a Hike youth is that they will become resilient young adults who have the knowledge, skills, attitudes, and values to face and overcome life's challenges and forge their own path including: transitioning to further education; finding housing; building healthy relationships; and securing employment.

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

Our full-time program is delivered five days per week, September to June. The same group of staff and up to 20 youth spend substantial shared time together and build a unique program community. From this, youth engage in 4 key activities: counselling provided by an embedded, full-time registered clinical counsellor, through individual and group sessions, family therapy, and wellness activities embedded throughout other programming; land-based activities once per week and extended wilderness trips that offer opportunities to develop resilience and a sense of belonging and community; academics that enable youth to complete all requirements for graduation; and community volunteering that connects youth to local nonprofits and initiatives. In addition, during July and August we provide continuity of mental health services for participants and their families.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING ([OFFICIAL COMMUNITY PLAN](#), [SOCIAL SUSTAINABILITY STRATEGY](#), [ECONOMIC DEVELOPMENT STRATEGY](#), [ENVIRONMENTAL SUSTAINABILITY STRATEGY](#)):

The program aligns with key social planning and community goals, particularly those relating to: residents' well-being, quality of life, and skills development, and community resilience; preventative approach to community problems and needs; accessibility & inclusion (see F6 below); and efficiency & effectiveness in social and economic outcomes. Youth join Take a Hike when they are at risk of leaving school without graduating, often after experiencing barriers like mental health challenges, financial need, or involvement with crime. Take a Hike is focused on prevention and early intervention to help youth improve their quality of life and change the trajectory of their lives. In a 2019 alumni survey: 71% graduated from post-secondary education; 90% were employed; and 95% reported improvements in mental health. A social return on investment study showed that for every \$1 in Take a Hike, society will recognize a return of \$5.60 to \$13.40 through increased earnings potential and reduced likelihood of reliance on medical supports, involvement with crime, or experience of homelessness.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

Take a Hike is offered in partnership with the Burnaby School District, that provides everything they would normally offer for an alternate education program (e.g. teachers, youth workers, classroom space and support from the district principal). Take a Hike Foundation layers in program elements that are beyond what the public school system can provide, but which are essential to participants' success (e.g. a full-time registered clinical counsellor, land-based learning and more). The program also engages volunteers and a range of community partners who offer opportunities for our participants that maximize use of community resources, including volunteer opportunities, access to specialized mental health resources (e.g. addictions treatments) and other land-based and skills-building opportunities.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

If the amount requested from the City of Burnaby is not fully granted, we would look to raise the difference from other sources. We are continually actively working to build sustainable financial support for our programs, including from local businesses, individuals, and other sources.

**SECTION E: EVENT OUTCOMES\***

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

The program will serve approximately 20 youth through an estimated: 178 days of programming; 41 individual clinical counselling sessions for each youth of 60-90 minutes each; 161 hours of group counselling; 300+ hours of outdoor land-based activities; 10-20 hours of volunteering in community organizations and projects; and weekly individual therapy available in July and August. The reality is that the pandemic is not over and it has had an immense impact on youth mental health. In this context, improvements in mental health and well-being are especially significant. We will know our project is successful if 50-75% of youth next year report improved: mental health and well-being; social and emotional skills; engagement with school and community; and academic success (including high school graduation). In 2021/22, 100% of Grade 12 Burnaby Take a Hike participants graduated.

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

Take a Hike's evaluations tools and processes are grounded in our Program Model and Theory of Change, which was developed in collaboration with experts in child and youth development from UBC and UVIC. At the end of each school year, we measure and compile a number of metrics and publish them in an annual report and elsewhere, including graduation rates and community engagement. Take a Hike's registered clinical counsellors conduct detailed intake questionnaires and annual pre- and post-program surveys with each participant that include a range of questions related to our target outcomes (e.g. social and emotional skills, resilience, connectedness and mental health and well-being). In addition to measurable metrics, youth needs and outcomes are regularly assessed by well-trained program staff and youth reflect on their own outcomes through activities like journaling, feedback and regular counselling sessions.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	0			0	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	25%			38%	
DONATIONS AND SPONSORSHIPS (CASH)	73%			61%	
DONATIONS AND SPONSORSHIPS (IN-KIND)	1%			0	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	1%			1%	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>Take a Hike's current strategic plan outlines our goal of scaling our proven program across the province. In line with this vision, we have been working towards diversifying and increasing revenue over the longer term, including for existing program locations such as Burnaby. Our long-term fund development strategy includes maintaining and growing our base of loyal long-term donors, increasing leadership and multi-year pledges, securing government support (federal and provincial), and broadening our funding base. We partner with school districts, who provide everything they would normally offer for an alternate education program, including classroom space. This in-kind support (not reflected in financials) reduces our program costs by approximately half. The majority of Take a Hike's revenues come from annual and multi-year private donations from almost 2000 corporations, individuals and foundations. This includes several significant multi-year grants for all programs, and our Burnaby location counts on a portion of this support.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$7,500	\$7,500	\$7,500		\$15,000
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
<p>GOAL 1</p> <p>As part of our strategic plan (approved Spring 2021) and ten-year scaling vision, Take a Hike has set the following strategic priorities:</p> <p>Engage People &amp; Build Capacity for Growth and Success</p>					
<p>DESCRIPTION</p> <ul style="list-style-type: none"> <li>- Attract, develop and retain the right staff, volunteers and partners</li> <li>- Create a culture that aligns with Take a Hike's values</li> <li>- Build an inclusive, diverse, equitable and accessible organization</li> <li>- Develop regional leadership model and apply learning to future growth</li> <li>- Adopt technology and automation for greater efficiencies and effectiveness</li> <li>- Maintain a leading governance framework</li> </ul>					

GOAL 2

Expand our Community of Champions

DESCRIPTION

- Raise gifts, grants and sponsorship necessary to operate programming to end of strategic plan
- Grow donor support through exceptional cultivation, engagement and stewardship
- Strengthen and foster Take a Hike's culture of philanthropy
- Share expertise and thought leadership in youth development and mental health

GOAL 3

Grow Program Impact

DESCRIPTION

- Maintain and enhance program quality based on the Program Model and Theory of Change
- Support youth to fully engage in, and benefit from, the Take a Hike program
- Expand clinical counselling supports into summer months
- Help youth transition to what is next for them
- Grow to 16 programs by 2025

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	50	50
VOLUNTEER HOURS PER YEAR	4500	4500
NUMBER OF VOTING MEMBERS	22	22

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

Take a Hike is inclusive of all vulnerable youth aged 15-18 who would benefit. Our school district partners have established procedures to identify and refer youth in need, and we generally accept on a first-come, first-serve basis. The program is entirely free to participants and their families, including all outdoor gear, equipment and meal program. We are committed to cultural safety and ensuring we meet participants' needs in a culturally appropriate way, and we are working with an Indigenous Education consultant to integrate Indigenous ways of knowing and learning into our program model. Of Burnaby participants last year: one quarter self-identified as Indigenous, and a further quarter as visible minorities; 87% experienced financial need; 18% had experience of the foster care system; and 47% had involvement with the police.

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

General liability insurance of \$5.0 million

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

Recognition corresponding with a \$15,000 grant would generally include:

- Contributor name listed in Take a Hike's Yearbook (annual report)
- Contributor name, logo and link listed on Take a Hike's donor webpage for one year
- Two posts promoting the grant on Take a Hike's social media channels
- Press release announcing the contribution in local media
- Cheque presentation with staff

**SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\***

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM

Organization     Project/Event/Program

---

2. FOR THE FISCAL YEAR

2022/23 (current fiscal year; funding will apply to 2023/24, for which budget is not yet available)

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3. MONTH FISCAL YEAR BEGINS

July 1

\*\*\*NOTE: Actuals are tracked at the organization level, therefore program actuals below are estimates. See audited financials for org actuals.

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 ESDC Supports for Student Learning Program	\$0	\$90,277	Y	Federal government contribution, funding to March 2023
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming	\$10,000	\$10,000	N	Annual Community Gaming Grant
2 BC Civil Forfeitures	\$9,375	\$9,375	Y	\$4,000 for 2023/24 - pending, unconfirmed
3 Burnaby School District	\$32,575	\$41,158	Y	Annual donation
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	\$7,500	\$15,000	N	2023 Program Grant
2				
3				
SPONSORSHIP (SPECIFY)				
1 N/A				
2				
3				
EARNED REVENUE				
1 N/A				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	\$63,194	\$33,147	Mixed	
IN-KIND SOURCES	N/A	N/A		
INVESTMENT INCOME	N/A	N/A		
OTHER SOURCES (SPECIFY)				
1 Corporate donations	\$94,790	\$99,441	Mixed	
2 Foundation donations	\$69,810	\$69,902	Mixed	
3				
<b>TOTAL REVENUE</b>	<b>\$287,244</b>	<b>\$368,300</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	\$125,172	\$184,000	Program staff and program support staff
OFFICE SUPPLIES & EXPENSES	N/A	N/A	Included under admin below
PROGRAM & EVENT SUPPLIES	\$32,171	\$16,800	Program support costs and land-based learning
ADVERTISING & PROMOTION	N/A	N/A	Included under fundraising below
TRAVEL & VEHICLES EXPENSES	\$10,637	\$16,000	Program transportation
INTEREST AND BANK CHARGES	N/A	N/A	Included under admin below
LICENCES, MEMBERSHIPS, & DUES	N/A	N/A	N/A
OCCUPANCY COSTS	N/A	N/A	Included under admin below
PROFESSIONAL & CONSULTING FEES	N/A	N/A	Included under admin below
CAPITAL PURCHASES & IMPROVEMENTS	N/A	N/A	N/A
AMORTIZATION OF CAPITALIZED ASSETS	N/A	N/A	N/A
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	N/A	N/A	N/A
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	N/A	N/A	Staff training included in program support costs
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Other program costs	\$11,766	\$17,500	Meal program, participant engagement, insurance, etc.
2 Admin costs (includes salaries)	\$26,494	\$33,000	
3 Fundraising costs (includes salaries)	\$81,004	\$101,000	
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>\$287,244</b>	<b>\$368,300</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>	

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME Nikkei Seniors Health Care and Housing Society		
2. ORGANIZATION STREET ADDRESS 6680 Southoaks Crescent		
3. WEBSITE (IF APPLICABLE) http://seniors.nikkeiplace.org/		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Jay Haraga	PHONE (604) 777-5000	EMAIL jharaga@nikkeishc.com
5. ALTERNATIVE CONTACT PERSON		
NAME Marlene Davidson	PHONE (604)777-5000	EMAIL mdavidson@nikkeishc.com

6. APPLICANT TYPE		
<input checked="" type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO S-11854	DATE OF INCORPORATION 2011-03-20
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 118972975 RR0001	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

**SECTION B: GRANT INFORMATION**

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input checked="" type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$9792.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$40,000.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE. N/A

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

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

"Iki Iki (Lively, Lively)" and Ku Do Raku" will have over 50 participants weekly registrations for the two programs. Also, the Kenko Talks Virtual Series will have 80 participants over 5 sessions with professional across the field speaking about effects/impacts of Covid on Seniors. Also our Be Fit and outfight Parkinson's classes get 5-6 participants weekly.

Lastly, the meal delivery program that comes with attending or virtual programs helps 40 seniors per week in the community. 85% of all participants are from the City of Burnaby.

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

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

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

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

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM
Seniors in our Burnaby community are facing the daily challenges of living with dementia, isolation, pain management, low mobility, and risk of injury. We are now three years of the pandemic has also amplified isolation and loneliness amongst the elderly in health care. Your support is vital to helping bring seniors the means to face these challenges, and live life with vitality and happiness. We are fundraising to support both resident-only programs and outreach programs and have launched many of other programs into a hybrid format that can connect more seniors through digital spaces. Furthermore, we are bring back in-person programming and day respite for families and love ones.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES
Dementia-friendly social programs like "iki iki" and "ku do raku" are social programs that adapt to meet the abilities and interests of its participants. It offers the chance to engage and connect with others through chat, activities and exercise, and also includes home delivery of bento lunches. For families and caregivers, it provides much-needed respite. Exercise programs like "Outfight Parkinson" and "be-Fit" are also dementia-friendly, and uses exercises like boxing to maintain brain and body health. Virtual Kenko talks is an educational series of lectures that give insight on topics facing seniors today, such as home health, arranging care, and navigating the health car system. Also, Meal delivery service is helping seniors access critical food and nourishment.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

It captures the social sustainability strategy by offering virtual and in-person programs for seniors that are at risk of connecting with resources and community members. Gives the staff, volunteers and seniors long term outlook of programs offered by us while giving them choice, dignity and respect.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

Global BC News, Royal Bank, Fujiya, Whats on Burnaby, Leon Judah Blackmore Foundation, Skynet Wireless (Rogers), Gastaldo Concrete, Binnie, LightHouse Capital, Fortis BC, Open Road Honda, Tompkin Wozny, Bosa Properties, Anthem Properties, Appia Development, Strand, Cypress Capital Management, Google.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

We would use the revenues raising by donations and sponsorships to cover the difference. That would impact our program/project funding.

**SECTION E: EVENT OUTCOMES\***

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

By achieving our target goal of 70K from Golf event raising to help our Burnaby based hybrid project to helping seniors suffering with dementia and in need of more social programming.

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

At the end of each quarterly period, we ask for feedback through surveys, during our programs through conversation led by staff/volunteers, and registration increase/decrease for the next quarter of programs. Participation growth and key metrics about Seniors being able to live at Home, or stay longer in our 59 unit Assisted Living residences and 34 units affordable seniors New Sakura so residence.



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections F, and H (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE			% OF TOTAL REVENUE PREVIOUS YEAR	% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)			2%	2%	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)			8%	8%	
DONATIONS AND SPONSORSHIPS (CASH)			80%	80%	
DONATIONS AND SPONSORSHIPS (IN-KIND)			5%	5%	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY			5%	5%	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>Yes, we have a strategy to have our donations and earn revenue through registration fees, membership to help maintain and sustain our outreach programs for dementia. We have a strong track record of 20 years providing a diverse group of dementia friendly programs and keeping it going year after year. Other sources of funding for the programs provincial and federal grants and donor drivers through our annual gold event and year end mail outs to our donor base.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH			\$6864	\$6864	\$6864
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
1) Our residents/staff/community health and safety is our top priority through covid and the high risk setting like our care home					
DESCRIPTION					
<p>By maintaining excellent protocols for infection, prevention and control in our home and group settings. Through detailed monthly self audits and meetings with the senior operations team. Utilizing the OH&amp;S committee for safety being our top priority for seniors, staff, community, volunteers and families. Consistently reviewing safety plans and open dialogue with the all parties mentioned above. Also, asking for feedback from the city and experts on health and safety risks etc.</p>					

**GOAL 2**

2) To continue to build our dementia friendly outreach programs through virtual/in-person and food delivery models.

**DESCRIPTION**

By continuing to fundraise annually to budget and report to our donor base about how we are impacting seniors health and wellness through our innovate programs using technology to support the isolated seniors during covid. Continuing to build cultural appropriate programs while understanding and respecting seniors within the community and in our Assisted living home. Through our outreach program leader, he is continuing to build relationships with other like organizations to partner with and bring the Burnaby community together.

**GOAL 3**

3) To maintain a fiscal responsible sustainable non profit organization for the next 20 years, while serving the Burnaby community at large.

**DESCRIPTION**

Through our board oversight to our senior team, developing budgets that are achievable and safe in creating a long lasting program for the next generation to take over. I believe through creating fiscally responsible budgets, we can maintain our current financial balance to serve the community for many years to come.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	10	40
VOLUNTEER HOURS PER YEAR	400	1170
NUMBER OF VOTING MEMBERS	51	51

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

We have been restricted through covid and had to shut down our volunteers from March 2020 to now. Optimistically, we plan to have volunteers back this spring/summer to help with our activities and programs, which is very exciting for us. As we can expand and support more seniors through our newly developed hybrid programs and food delivery model. Our 11 board of directors have volunteered their time and have worked extremely hard in the pursue to help our seniors, staff and families through this pandemic. We hope to lessen the burden of the board and bring back volunteers quickly. Since July of 2021, we have been developing on tur technology based hybrid outreach program to our iki iki and having to re-imagine how to connect seniors that were stuck at home and de-conditioning physically and mentally, we developed/trained seniors to adapt and use technology to their advantage.

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

10,000,000 per occurrence. Also 5,000,000 per occurrence in assisted living certificate Nikkei Home 6688 Southoaks Crescent

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

We will acknowledge your grant through our social media platforms, our brochures, announcements during the event, and letters to the donors after the event.



# COMMUNITY GRANT APPLICATION

## SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\*

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR <p style="text-align: center;"><b>April 1, 2022 to March 2023</b></p>
3. MONTH FISCAL YEAR BEGINS <p style="text-align: center;"><b>April</b></p>

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	\$6864	\$9792	N	Golf green fee waiver
2				
3				
SPONSORSHIP (SPECIFY)				
1 Golf Sponsorships total	\$45,000	\$50,000	N	Currently working on confirming 2023 Sponsors
2				
3				
EARNED REVENUE				
1	0	\$21,160	Y	opened fee outreach programs 2022
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	\$235,181	\$168,203	Y	donations from prevoius year go towards next F
IN-KIND SOURCES	\$5838	\$4559	Y	
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>\$287,045</b>	<b>\$249,155</b>		excluding in-kind sources monies



## COMMUNITY GRANT APPLICATION

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	\$168,824	\$172,200.48	Wages +2% MERCS & benefits
OFFICE SUPPLIES & EXPENSES	\$9,000	\$11,000	Inflationary increase 20%
PROGRAM & EVENT SUPPLIES	\$41,400	\$50,000	Inflationary increase 20%
ADVERTISING & PROMOTION	\$1,000	\$1,500	increase create more awareness
TRAVEL & VEHICLES EXPENSES	\$19,000	\$9,000	reduced return to more inperson
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	\$235	\$235	
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES	\$1,200	\$1,200	Honorariums for guest speakers
CAPITAL PURCHASES & IMPROVEMENTS	\$4,000	\$4,000	Improvement on IT equipment
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	\$5,000	\$5,000	staff development courses and c
CITY SERVICES EXPENSES (SPECIFY)			
1 Foodcost Bento Lunches	\$33,120	\$4,160	Only subsidy \$2, fee's for participants
2			
3			
OTHER EXPENSES (SPECIFY)			
1			
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>\$282,779</b>	<b>\$258,295</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>\$4,266<sup>0</sup></b>	<b>(\$9,140.48)</b>	

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Simon Fraser University Athletics & Recreation		
2. ORGANIZATION STREET ADDRESS 8888 University Drive		
3. WEBSITE (IF APPLICABLE) www.athletics.sfu.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Novell Thomas	PHONE (778) 782-6867	EMAIL novell_thomas@sfu.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Franco Michielli	PHONE (778) 782-9652	EMAIL fmichiel@sfu.ca

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 118520725 RR0001	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU? <input checked="" type="radio"/> New Applicant <input type="radio"/> Returning Applicant	
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING: \$ 10,000.00 <input type="checkbox"/> In-Kind (check if applicable)	
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 20,000.00	
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.	

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

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

We aim to make a difference and create bright futures for our students and communities. A number of community-inspired initiatives will be paired with varsity sporting events. Initiatives will educate, celebrate, promote, inspire and bring awareness and opportunities, to the community. This program also encourages cultural empathy, develops SFU/institutional awareness and stimulates local business engagement. It will also involve youth groups and provide opportunities to marginalized populations.

We anticipate the event will benefit and include a minimum of 10,000 Burnaby residents.

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM Building Community Through Sport & Recreation	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 8888 University Drive, Burnaby BC. Lorne Davies Athletic Complex/SFU Stadium	
3. PROJECT/EVENT/PROGRAM START DATE 2023-09-01	4. PROJECT/EVENT/PROGRAM END DATE 2024-03-31

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

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM Initiatives will educate, celebrate, promote, inspire and bring awareness and opportunities, to the community. This program encourages cultural empathy, develops SFU/institutional awareness and stimulates local business engagement. The program will also involve youth groups and provide opportunities to marginalized populations.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Examples of past and future initiatives include: Truth & Reconciliation, Black Heritage, Filipino Heritage, Lunar New Year, National Girls and Women in Sport Day, Community Sport Club Appreciation, Cheer with Us Program and Cancer Awareness. Special guests have included Educators, Elders, Entertainers and Performers.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING ([OFFICIAL COMMUNITY PLAN](#), [SOCIAL SUSTAINABILITY STRATEGY](#), [ECONOMIC DEVELOPMENT STRATEGY](#), [ENVIRONMENTAL SUSTAINABILITY STRATEGY](#)):

Our program strives to make our events accessible and to bring people together in powerful ways. Celebrating diversity has and will continue to be a focus. We will continue to use our platform to recognize indigenous perspectives and support marginalized populations. Much like the City of Burnaby, our campus community is diverse - students, staff and residents of Burnaby Mountain have and will continue to appreciate the opportunities we create to learn about various culture.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

We have various partners and stakeholders. Each has varying levels of involvement and contribution to our programming and events. Our community partners and stakeholders include: BC Lions, SFU Alumni Association, Hilton Hotel, Executive Hotel, Traxx, Bus Lines, Medray Imaging, Nike, Pizza Hut, Save On Foods, Doc Sol, Biercraft, Burnaby School District, Azzi hair Salon, Tri-City Youth Basketball Association, Endless Pawsabilities Rescue Society, SFU Students of Caribbean and African Ancestry, The First Nations, Metis & Inuit Students Association, ALS Society, Special Olympics and the United Way.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

If the amount requested is less than our costs, we would look at altering our programming by allocating fewer funds to our guests (educators, elders, performers), invite fewer families and marginalized groups and provide fewer mementos. .

## SECTION E: EVENT OUTCOMES\*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

The following measures are used to gauge success: Number of youths who participate in the program (Target: 1500), impressions on social media and online (gauged by spikes in engagement levels), attendance figures and sales.

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

We collect email addresses from ticket purchasers. Following events, we email ticket purchasers, asking for their feedback. Any circumstantial feedback from our guests is documented and deliberated. We monitor feedback and compare data from previous events, to assess our programs and services. Our events are also evaluated based on social media impressions, online views, attendance figures and sales.



# COMMUNITY GRANT APPLICATION

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	82		58		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	0		0		
DONATIONS AND SPONSORSHIPS (CASH)	8		37		
DONATIONS AND SPONSORSHIPS (IN-KIND)	10		5		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	0		0		
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
We continue to pursue partnerships with various corporations. Our goal is to raise \$100,000 annually until 2025. In 2025, we will increase our partnership fund raising goal, to \$150,000 per year. Moving forward, there will be a collaborative, campus-wide focus on partnerships, to provide corporations/organizations with more touchpoint opportunities.					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRANT - IN-KIND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PERMISSIVE TAX EXEMPTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LEASE GRANT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
Inspire advocacy for student-athletes and healthy communities					
DESCRIPTION					
Connect with our fans and community; Amplify our stories.					

GOAL 2

Champion the student-athlete experience

DESCRIPTION

In the classroom, in competition and in the community; student-athlete well-being and personal development is a the forefront.

GOAL 3

Maintain best practices for diversity and inclusions

DESCRIPTION

Gender equity plan; foster a culture which values inclusion and diversity

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	0	0
VOLUNTEER HOURS PER YEAR	0	0
NUMBER OF VOTING MEMBERS	0	0

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

SFU has a dedicated EDI webpage with resources and educational opportunities. The EDI department is responsible for delivering the EDI priorities, as set by the Vice President, People, Equity and Inclusion. The mandate for the EDI Advisory Council is to develop a vision for EDI at SFU, with inclusive workplaces, learning environments and equitable opportunities for all. A Department member is part of the EDI Community of Practice.

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

SFU has a \$5M limit on our primary GL policy, and \$45M on our excess liability policy.

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

If we are awarded a grant, we will acknowledge the City of Burnaby's contribution with public address reads of recognition; court and field signage; and logo placement on web and social media channels. We will also provide the opportunity for the City of Burnaby to run video promo's during our webcasts.

**SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\***

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR FY 24
3. MONTH FISCAL YEAR BEGINS April 1 2023

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 N/A				
2 N/A				
3 N/A				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 N/A				
2 N/A				
3 N/A				
LOCAL GOVERNMENT (SPECIFY)				
1 N/A				
2 N/A				
3 N/A				
SPONSORSHIP (SPECIFY)				
1 Traxx	0	20000	Y	Sept 1 2022 - August 31 2023
2 BC Lions	0	20000	Y	Sept 1 2022 - March 31 2023
3 SFU Alumni	0	25000	Y	Sept 1 2022 - August 31 2023
EARNED REVENUE				
1 Gate	63428.66	87921	N	Sept 1 2022 - August 31 2023
2 Food	0	3750	N	Sept 1 2022 - August 31 2023
3 Merch	20577.16	18000	N	Sept 1 2022 - March 31 2023
FUNDRAISING (NET REVENUE)	0	0	0	
INDIVIDUAL DONATIONS	0	0	0	Nike and Medray
IN-KIND SOURCES	31200	31200	Y	Nike and Medray
INVESTMENT INCOME	0	0	0	0
OTHER SOURCES (SPECIFY)				
1 Nike	8000	8000	N	Rebate
2 Tourism Burnaby	0	6000	Y	Sept 1 2022 - March 31 2023
3				
<b>TOTAL REVENUE</b>	<b>123,205.82</b>	<b>219,871</b>		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE (EVENTS&MARCOM)	61976.63+173708.70	68408.23+231773.23	
OFFICE SUPPLIES & EXPENSES (COMPUTER/EQUIPMENT/MATERIALS&SUPPLIES)	4266.65+1298.27+ 97.77	45.36+264.77	
PROGRAM & EVENT SUPPLIES (EVENTS/EVENT EXPENSES)	3090.74	4261.94+27995.63	
ADVERTISING & PROMOTION (AUDIO/VISUAL)	8822.87	499.37+2876.9	
TRAVEL & VEHICLES EXPENSES	11.5	35.94	
INTEREST AND BANK CHARGES (CUSTOMS/BROKERAGE)		11.09	
LICENCES, MEMBERSHIPS, & DUES	3842.13+498.29	673.26+7913.73+340.73	
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES	3353.05	10993.6	
CAPITAL PURCHASES & IMPROVEMENTS (REPAIRS)		879.7	
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 PRINTING & DUPLICATION (EVENTS)	791.66+1064.77	385.95	
2 PERFORMERS AND ARTISTS FEES (EVENTS)	810.00	815	
3 CELL PHONE CHARGES (EVENTS)	266.75+698.4	121.25+232.8	
4 SAFETY AND SECURITY SERVICES (EVENTS)	10946.36	19776.95	
5 PRINT DIGITAL SERVICES (EVENTS)	1640.40+25	200+2393.01	
<b>TOTAL EXPENDITURES</b>	<b>277,209.94</b>	<b>380,898.44</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>(154,004.12)</b>	<b>(161,027.44)</b>	

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME Burnaby Hospital Foundation Chinese Ambassador Society		
2. ORGANIZATION STREET ADDRESS 3935 Kincaid Street, Burnaby, BC V5G 2X6		
3. WEBSITE (IF APPLICABLE) <a href="https://www.bhfoundation.ca/about/chinese-ambassador-society/">https://www.bhfoundation.ca/about/chinese-ambassador-society/</a>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Leaf Alifu	PHONE (778) 986-8336	EMAIL leaf.alifu@gmail.com
5. ALTERNATIVE CONTACT PERSON		
NAME	PHONE	EMAIL

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO (BN) 10681 9295 RR 0001	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

**SECTION B: GRANT INFORMATION**

1. ARE YOU? <input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR: <input type="radio"/> General Grant (Operating) <input type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input checked="" type="radio"/> Fee Waiver
3. AMOUNT YOU ARE REQUESTING: \$ 10,224.00 <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. \$ 35,000.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE. N/A

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

N/A

7. IF APPLYING FOR AN **OPERATING GRANT**: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A **PROGRAM GRANT**: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

"Keep Fit", and "Stay Healthy". As the pandemic situation gradually improves, we hope to continue connecting with our community members and having a good exercise by organizing golf event. Golf is a sport that allows for social distancing, making it a safe and priority option for physical activity. 80% of the participants are from the City of Burnaby."

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM

Young Elite Golf Charity Tournament

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

Burnaby Riverway Golf Course - 9001 Bill Fox Way, Burnaby, BC V5J 5J3

3. PROJECT/EVENT/PROGRAM START DATE

2023-06-07

4. PROJECT/EVENT/PROGRAM END DATE

2023-06-07

### SECTION D: PURPOSE OF BENEFIT\*

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

The Chinese Ambassador Society, comprised of local business and community leaders, was established to work collaboratively with the Chinese community in promoting local events, and inspiring better engagement with Burnaby Hospital Foundation. Since 2018, the Society has helped raise over \$2,500,000 for Burnaby Hospital Foundation.

Golf tournament is a great way to reconnect the young professionals in our community with the city at an outdoor environment in the Summer 2023. Having this Charity Event together with the city of Burnaby will make a meaningful event for all.

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

Charity Golf Tournament with young professionals. Donate the majority of the profit along with any corporate sponsorship to the Burnaby Hospital Foundation if we were able to have the golf course fee waived by the city

Supported by City of Burnaby

Co-host with Vancouver International Volunteer Association (VIVA), a local non-profit organization that provides volunteer platform locally, dedicates to community involvements, and offers diverse volunteer opportunities to local and international students.



3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING ([OFFICIAL COMMUNITY PLAN](#), [SOCIAL SUSTAINABILITY STRATEGY](#), [ECONOMIC DEVELOPMENT STRATEGY](#), [ENVIRONMENTAL SUSTAINABILITY STRATEGY](#)):

Golf tournament at the Public Course will raise the awareness of the growing opportunities in the City of Burnaby. We hope to bring growing young professionals and students to the city and bring opportunities to all parties involved.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

At the same time, we are in the process of inviting Young Elite Vancouver to be a sponsor of the event. The monetary sponsorship will also be donated along with the profit made on the event.

We are honored to have the support from the Burnaby Hospital Foundation as our the event beneficiary.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

The registration fee (\$125-150 per golfer) from all participants will cover related cost for the event.

#### SECTION E: EVENT OUTCOMES\*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

we are in the process of inviting Young Elite Vancouver to be a sponsor of the event and other local business for in kind sponsors. The monetary sponsorship will also be donated along with the profit made on the event. Our target donation to the Burnaby Hospital Foundation is \$10,000.

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

We ask for feedback through surveys by volunteers, and collect the information from local community members. We would like to host this event annually to help the development and social connection of our Burnaby community.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks \*\*).

## SECTION F: LONG TERM VIABILITY\*\*

**ATTENTION:** The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR			% OF TOTAL REVENUE CURRENT YEAR	
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)				5	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)				0	
DONATIONS AND SPONSORSHIPS (CASH)				88	
DONATIONS AND SPONSORSHIPS (IN-KIND)				5	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY				2	
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
Yes, we have a strategy to earn revenue through registration fees, membership or donations to help maintain our outreach programs, in order to support our local community and the Burnaby Hospital Foundation. Other sources of funding for the program maybe the individual donor which drives through our Golf Event					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH					
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
We aim to connect the local business owner or entrepreneur to give back to the society. Our goal of this fiscal year which is fundraising a half million dollars to the Burnaby Hospital Foundation.					
DESCRIPTION					
We successfully helped to raise fund to the Burnaby Hospital Foundation. Alexander College as a donor which commitment a \$1 million contribution to Burnaby Hospital Foundation. The funds will go toward the foundation's Proud History, Bright Future campaign in support of the local hospital's redevelopment project.					



GOAL 2

The Chinese Ambassador Society, comprised of local business and community leaders, was established to work collaboratively with the Chinese community in promoting local events, and inspiring better engagement with Burnaby Hospital Foundation.

DESCRIPTION

Since 2018, the Society has helped raise over \$2,500,000 for Burnaby Hospital Foundation.

GOAL 3

DESCRIPTION

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)		42
VOLUNTEER HOURS PER YEAR		7,500
NUMBER OF VOTING MEMBERS		22

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

We invite the local non-profit organization, Vancouver International Volunteer Association (VIVA), as a Co-host to support our event. VIVA provides varied and diverse volunteer opportunities in Metro Vancouver to youth and dedicated to the community involvements.

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

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes

No

2. IF YES, WHAT COVERAGE?

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

We will acknowledge our grant through our social media platforms, the event brochures, announcement during the event.

**SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM\*\***

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR <b>2022-2023</b>
3. MONTH FISCAL YEAR BEGINS

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby		10224		green fee waiver
2				
3				
SPONSORSHIP (SPECIFY)				
1 Golf Event Sponsorships				
2				
3				
EARNED REVENUE				
1 Green Fees		18000		144 golfers
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>0</b>	<b>28224</b>		

<b>EXPENDITURES</b>	<b>PRIOR YEAR ACTUAL</b>	<b>CURRENT YEAR BUDGET</b>	<b>BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)</b>
TOTAL COMPENSATION EXPENSE			
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES			
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES			
OCCUPANCY COSTS			
PROFESSIONAL & CONSULTING FEES			
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Food Service for participants		10000	
2 Volunteer Meals		300	
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>10300</b>	
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>17924</b>	<b>10K target for our Outreach</b>