

**TO:** MAYOR & COUNCIL  
**FROM:** EXECUTIVE COMMITTEE OF COUNCIL  
**SUBJECT:** **COMMUNITY GRANT APPLICATIONS (23.35.O, 23.39.P, 23.40.P, 23.41.R, 23.42.R, 23.46.O)**  
**PURPOSE:** To seek Council approval of Community Grant applications received in June 2023.

## RECOMMENDATIONS

1. **THAT** the Operating Grant applications received in June 2023 be approved as follows:

- **23.35.O** – Royal Canadian Legion Branch #148 - \$5,000; and
- **23.46.O** – Burnaby Volunteer Centre Society - \$10,000.

2. **THAT** the Program Grant application received in June 2023 be approved as follows:

- **23.40.P** - Big Brothers of Greater Vancouver for their Mentors with Math Program - \$5,000.

3. **THAT** the Recreation Sports Grant applications received in June 2023 be approved as follows:

- **23.41.R** – Renbu Dojo Kendo Club - \$1,500; and
- **23.42.R** – Burnaby Minor Softball Association - \$1,750.

4. **THAT** the Program Grant application received in June 2023 be denied as follows:

- **23.39.P** - Junior Achievement of BC.

## 1.0 POLICY SECTION

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

## 2.0 BACKGROUND

The Executive Committee of Council, at its Open meeting held on July 5, 2023, received a staff report outlining Community Grant applications received in June 2023 and adopted the recommendations as noted above. This report seeks Council approval of the Community Grants as recommended.

**2.1 Operating Grant**

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

**2.2 Program Grant**

Program grants may be requested for the purpose of funding projects, events, and or programs, such as outreach initiatives, block parties, environmental and other community events that benefit Burnaby residents. In-kind services from the City may also be granted under this category. A maximum of two (2) program grants are allowed per year.

**2.3 Recreational Sport Grant**

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

- Provincial     \$175 per person to a maximum of \$1,750 per team.
- National       \$250 per person to a maximum of \$2,500 per team.
- International \$300 per person to a maximum of \$3,000 per team.

**3.0 GENERAL INFORMATION**

**3.1 COMMUNITY GRANT APPLICATIONS IN JUNE**

<b>23.35.O</b>	<b>Royal Canadian Legion</b> <i>Operating Grant</i>	<b>Request: \$10,000</b>
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- Grant History:
- 2022 – \$5,000 (First Time Applicant)

An application was received from the Royal Canadian Legion Branch #148 requesting an Operating Grant to assist with their 2023 operating expenses. The Legion was not fully open to the public in 2022 and received a community grant to help offset expenses. The applicant notes that business is slowly increasing as the community realizes they are now open after being closed for 10 years; however, increases in strata fees, utilities, and taxes necessitate the grant request.

**23.39.P Junior Achievement of BC Request: \$7,500**  
*Bright Futures for all Burnaby Youth*

Grant History:

- 2022 – No application
- 2021 – DENIED
- 2020 – No Application

An application was received from Junior Achievement of British Columbia requesting a Program Grant in support of their Bright Futures for all Burnaby Youth program taking place from January 1, 2023 to December 30, 2023. The program's goal is to inspire, prepare and empower BC youth for lifelong success. Free business programs are offered to youth in Grades 4-12 that build skills such as financial literacy, work readiness and entrepreneurship. The objective is to deliver 100 financial literacy programs in the 2023-2024 school year to Burnaby youth.

**23.40.P Big Brothers of Greater Vancouver Request: \$5,000**  
*Mentoring with Math*

Grant History:

- 2022 – \$5,000
- 2021 – \$5,000
- 2020 – \$3,000

An application was received from Big Brothers of Greater Vancouver requesting a Program Grant in support of their Mentoring with Math program taking place from October 1, 2023, to July 1, 2024. The free-to-attend program helps children (ages 8-12) with academic assistance in math at their grade level and is facilitated in person at partner sites in Burnaby. Approximately thirty (30) Burnaby residents benefit from this program on an annual basis.

**23.41.R Renbu Dojo Kendo Club Request: \$3,000**  
*Canadian National Kendo Championships and Canadian National Junior Championships – August 11-14, 2023*

Grant History: First Time Applicant

An application was received from the Renbu Dojo Kendo Club requesting a grant to assist with travel expenses for six (6) Burnaby residents competing at the National Championships. scheduled to take place from August 11 – August 14 in Ontario. While the applicant has requested \$3,000, the entitlement for six (6) residents is a total of \$1,500 based on the grant criteria. The applicant was advised. The club is a regular user of Wesburn Community Centre.

**23.42.R      Burnaby Minor Softball Association      Request: \$1,750**  
*Softball BC Provincial Championship*

Grant History: First Time Applicant

An application was received from Burnaby Minor Softball Association requesting a grant to assist with travel expenses for fifteen (15) Burnaby residents on the U15 Burnaby Oakeys Team to attend the Softball BC Provincial Championship in Kelowna. The Tournament is scheduled to take place from July 7 – July 9. Burnaby Minor Softball Association are regular users of Burnaby sports facilities.

**23.46.O      Burnaby Volunteer Centre Society      Request: \$10,000**  
*Operating Grant*

Grant History:

- 2022 – \$10,000
- 2021 – \$10,000
- 2020 – \$10,000

An application was received from Burnaby Volunteer Centre Society for an operating grant to offset operational costs such as office supplies, office maintenance, advertising, as well as subsidizing the wages of the Community Engagement/Developer staff position. The organization collaborates with other community organizations and leaders to identify needs and mobilize volunteers to deliver community events throughout the City. The requested amount of \$10,000 is for the 2023 Fiscal year and will be fully utilized by December 31, 2023.

**4.0      COMMUNICATION AND COMMUNITY ENGAGEMENT**

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

**5.0      FINANCIAL CONSIDERATIONS**

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

Community Grants 2023 Budget		Allocated (as of July 1, 2023)	Balance Remaining
Operating	\$100,000	\$81,000	\$19,000
Programming	\$300,000	\$136,136	\$163,864
<b>Total</b>	<b>\$400,000</b>	<b>\$217,136</b>	<b>\$182,864</b>

On behalf of the Executive Committee of Council,

Councillor Sav Dhaliwal, Chair

Councilor Richard T. Lee, Vice Chair

### **ATTACHMENTS**

- Attachment 1 – 23.35.O - Royal Canadian Legion
- Attachment 2 – 23.39.P - Junior Achievement of BC
- Attachment 3 – 23.40.P - Big Brothers of Greater Vancouver
- Attachment 4 – 23.41.R - Renbu Dojo Kendo Club
- Attachment 5 – 23.42.R - Burnaby Minor Softball Association
- Attachment 6 – 23.46.O - Burnaby Volunteer Centre Society

### **REPORT CONTRIBUTORS**

This report was prepared by Kathryn Matts, Administrative Officer 2 and reviewed by Juli Halliwell, General Manager Corporate Services

**SECTION A: APPLICANT INFORMATION**

1. ORGANIZATION NAME Royal Canadian Legion Branch 148		
2. ORGANIZATION STREET ADDRESS 102-4350 Hastings St, Burnaby, BC V5C 2J9		
3. WEBSITE (IF APPLICABLE) rc148.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Mavis Roed	PHONE (778) 238-9067	EMAIL mavis_roed@shaw.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Wilson Gurney	PHONE (604) 970-0428	EMAIL gurney4838@hotmail.com

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> REGISTERED CHARITY	CHARITABLE NO	
<input checked="" type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO 106806193-RT0001(business#)	DATE OF INCORPORATION 1936-02-15
<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. \$ 10,000.00
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED, PLEASE PROVIDE A RATIONALE FOR THE INCREASE. We have now been open since July 2022, almost a year, and we were not yet open when we applied and were successful last year therefore our expenses have increased exponentially since last year. Our business is slowly increasing as the community realizes that we are now open after being closed for 10 years but as with any new business, we are still having cash flow issues and increases in strata fees, utilities, taxes, etc. are not helping our attempts to meet our financial obligations.

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 grant will be used in full for offsetting the operating expenditures related to increased lease/rent/strata fees, utilities fees and staff salaries.

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?

Operating Grant application- Our facility is open to Veterans, Seniors, Low Income Persons, People with Disabilities, Visible Minorities, LGBTQ and the adult community at large. We have free WIFI access so anyone can come in and browse the internet in a physically safe and inclusive environment. We are gaining a reputation as a business meeting place and a warm and welcoming place to hold Celebration of Life gatherings.

The Legion will continue its support of community programs and charities through the yearly Poppy Fund Drive donations and weekly in-house Meat Draws and special events. We recently approved a \$3000.00 donation from our Meat Draw donations to the Hastings Community Little League whose membership includes approximately 30% of its players from Burnaby. Burnaby Hospital Foundation and other local charities have been recipients of Poppy Drive Fund donations so far this year, with more donations to follow during the 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	
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. )			75	100	
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)			25	0	
DONATIONS AND SPONSORSHIPS (CASH)			0	0	
DONATIONS AND SPONSORSHIPS (IN-KIND)			0	0	
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY			0	0	

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 have submitted an application for a Community Support Grant through the Red Cross but have not yet heard whether our application is successful.

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	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
GRANT - IN-KIND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PERMISSIVE TAX EXEMPTION	\$ 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**  
To realize and sustain financial success so that the Club can remain a viable community space for charitable planning and have the space to effect events to raise funds for local community charities, schools and those in need.

**DESCRIPTION**  
Continue our mission to provide a warm and welcoming space for patrons, providing them with good food, reasonable prices, food and drink specials, meat draws, music, sports on TV and seasonal events such as a Super Bowl Bash, St. Patrick's Day raffles, etc.



# COMMUNITY GRANT APPLICATION

## 23.35.0 Royal Canadian Legion 148

**GOAL 2**

To continue to grow our fledgling reputation as a meeting place for Heights businesses and a warm and welcoming place for Celebration of Life gatherings and family and friend get-togethers.

**DESCRIPTION**

Continue to offer our space at a reasonable rate for business meetings, Celebrations of Life gatherings and family and friend get-togethers. We work with those hiring our space to make their function a success with the goal of customer satisfaction therefore garnering repeat business and word of mouth advertising.

**GOAL 3**

To continue our support of the Heights Community especially with events like Hat's Off Day, Halloween in the Heights and Remembrance Day at the Cenotaph.

**DESCRIPTION**

Now that we are open, our Legion can once again participate more fully in the Hat's Off Day celebrations, albeit not as robustly as in the past but we will once again be a presence on the Day with a membership table, giveaways and food and drink specials. As a member with the Heights Merchant Association we are informed and in touch with what is happening in our area and have also participated in and will continue to participate in various arts and music festivals in our community, Remembrance Day ceremonies are the heart of our organization and each year we strive to and will continue to strive to make Remembrance Day more memorable, meaningful and poignant for attendees.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	25	30
VOLUNTEER HOURS PER YEAR	1,500	1,600
NUMBER OF VOTING MEMBERS	250	244

**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 are part of a national organization, The Royal Canadian Legion, therefore we have the backing and expertise of this long-standing organization to assist us with our programs and events. Everyone is welcome to join the Royal Canadian Legion but does not need to be a Legion member in order to volunteer, participate in our programs or be a recipient of our program(s). Our expanded liquor license opens up attendance in the Club to all adult clientele.

With the addition of our new website we have the ability to digitally advertise our events and specials. We also use traditional print advertising in a local community magazine, sidewalk sandwich boards and window advertising to display events and specials.

## SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

 Yes  No

2. IF YES, WHAT COVERAGE?

Please see attached for full and policy and coverage

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

We will acknowledge the City's contribution to our Legion by adding the contribution to our Honour Roll that is in the process of being erected in the Club and also adding the City's contribution on our website. We will also ensure the contribution is acknowledged at our monthly Executive and Membership meetings, our Branch newsletter and in any publicity events that we will attend. If possible, we could have an award presentation photo taken which we would have published in our National Legion magazine.

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 2023
3. MONTH FISCAL YEAR BEGINS January

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 New Horizon Seniors Grant	25000.00	0	y	unding for seniors & all inclusive program
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 Burnaby Operating Grant	5000.00	10000.00	n	operating grant submitted
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1 Bar and food sales	94396.33	240000.00	n	
2				
3				
FUNDRAISING (NET REVENUE)				All Poppy & gaming must go to charity
INDIVIDUAL DONATIONS	933.00	1500.00	n	
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Membership dues	1972.50	1843.03	y	per capita dues
2				
3				
TOTAL REVENUE	127301.83	253343.03	n	

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE			
OFFICE SUPPLIES & EXPENSES	5054.80	10200.00	printer,paper,pens,ink
PROGRAM & EVENT SUPPLIES	500.00	2000.00	raffle basket contents
ADVERTISING & PROMOTION	3419.00	5000.00	it advertising,website developm
TRAVEL & VEHICLES EXPENSES	738.00	1000.00	office moving expenses/truck rent
INTEREST AND BANK CHARGES	677.00	2300.00	merchant fees
LICENCES, MEMBERSHIPS, & DUES	5452.00	1500.00	liquor,Fraser Health,Gaming,Zor
OCCUPANCY COSTS	22199.10	24000.00	monthly strata fees,repair,maintena
PROFESSIONAL & CONSULTING FEES	19422.47	5000.00	lawyer and accounting fees
CAPITAL PURCHASES & IMPROVEMENTS	35679.00	10000.00	equipment,tables,chairs,signage
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	9000.00	58000.00	gaming fund/gaming account, all to ch
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	188.70	200.00	staff food safe courses
CITY SERVICES EXPENSES (SPECIFY)			
1 Property taxes	18165.00	18165.00	current taxes/PTE unknown
2 active patio app	.00	265.00	licenseing fees unknown
3			
OTHER EXPENSES (SPECIFY)			
1 Payroll	52569.78	105130.00	salaries & expenses, WCB covera
2 Janitorial and cleaning supplies, garbage l	642.00	5032.00	facility cleaning
3 hydro,telephone,internet,heat/AC,ins	6100.00	12835.00	Utilities,insurance
4 Alcohol,food,kitchen supplies	41193.38	82360.00	food/drink & service utensils
5 heating ducts reconfigure/fans		7700.00	power saving measures
TOTAL EXPENDITURES	221000.23	350687	
CURRENT SURPLUS (DEFICIT)	-93698.40000000001	-97343.97	



# COMMUNITY GRANT APPLICATION

## 23.39.P Junior Achievement of British Columbia

### SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Junior Achievement of British Columbia (JABC)		
2. ORGANIZATION STREET ADDRESS #360 - 475 West Georgia Street, Vancouver, B.C. V6B 4M9		
3. WEBSITE (IF APPLICABLE) <a href="https://jabc.ca/">https://jabc.ca/</a>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Susan Shepherd	PHONE (778) 350-4370	EMAIL susan.shepherd@jabc.org
5. ALTERNATIVE CONTACT PERSON		
NAME Nancy Cardozo	PHONE (604) 355-1532	EMAIL nancy.cardozo@jabc.org

6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 118976166RR0001	
<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. \$ 142,500.00
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?

The global pandemic magnified economic challenges and disparities for many people. This historic event exposed that financial vulnerability can affect anyone regardless of income, background or education. Inflation is now affecting households and many people are again feeling overwhelmed. Basic financial literacy helps people achieve financial stability and reduces their risk of becoming a victim of fraud. Equipping individuals with the knowledge to make sound financial decisions can also positively impact small business outcomes and local economies. Our goal is to deliver 100 financial literacy programs in the 2023-2024 school year to Burnaby youth. There will be approximately 26 students in each program benefiting a total estimated 2600 students. Many people get their financial advice informally from friends and family. Assuming the 2600 students plus teachers and volunteers live in a 4-person household the indirect benefit of the programs will be to over 11,000 citizens.

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

Financial Literacy for all Burnaby Youth

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

Burnaby schools and community groups

3. PROJECT/EVENT/PROGRAM START DATE

2023-09-01

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

There is a gap in the B.C. school curriculum around the topic of financial management. In many cases the concept that families can instill healthy financial habits in their children doesn't apply as it's difficult for parents to pass along skills they don't possess. If children are not learning financial literacy skills at home then they need to be provided with the opportunity to learn at school. Developing financial management skills in our youth includes not only increasing their knowledge about money, but also establishing attitudes and habits around setting goals, making informed decisions and planning for the future. Our goal is to deliver 100 financial literacy programs to 2600 youth in Grades 4-12 attending school in Burnaby as well as community groups offering employment training programs for young adults. Programs are free regardless of socio-economic background which reduces barriers for students, parents and schools.

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

As a charity our programs are delivered in direct proportion to funding received. We are always working to ensure we have a full pipeline of potential and confirmed donors so that we can deliver as many programs as requested. Throughout the school year JABC works with community schools and groups to advise of our program content, and assist them with registering. Using an EDI lens volunteers from the community are then recruited, screened, trained and scheduled for a program delivery. JA program resources encourage participation through hands-on activities, computer simulations, and games related to the topic and are provided at no cost to the teachers, students and volunteers. After the completion of each program JABC invites everyone to participate in a survey in order to obtain their feedback regarding their experience. These surveys are critical in that they not only measure the teachers' and students' experience but they work to ensure our programs continue to be relevant.

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

Burnaby's future is dependent upon a healthy economy which is built by citizens with the critical skills, knowledge and confidence to make informed decisions about their careers and finances. B.C. is facing a skills shortage and the demand for skilled employees isn't showing any signs of slowing. It is crucial that all Burnaby youth develop real, marketable skills for an evolving workplace and financial landscape. An estimated 40% of jobs that exist today have a high probability of being affected by automation in the next 10-15 years. Canada's Expert Panel on Youth Employment urges programs to focus on "the development of transferable skills, adaptability, and resilience." JA programs introduce youth to a suite of skills while undertaking practical training on debt, savings, budgets and credit, while also understanding what choices will lead to a rewarding career that will support their well-being and standard of living.

**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.**

Schools and community groups request our programs creating the demand. JABC then works in collaboration with local businesses that support their staff as volunteers. JABC is unique in not only the broad range of programs and donors we attract, but the number of business volunteers engaged in program delivery. Annually, more than 300 volunteers from small business owners to specialists in large corporations across all industries, help bring JABC's programs to life in the local community. Volunteer mentors act as role models for the students. Engagement with community leaders has positive, long lasting impact on youth - especially for vulnerable populations whose inequities may result in inferior employment or education outcomes. For example, in Burnaby several banks & credit unions (TD, RBC, CIBC, G&F Financial) and corporations (Parkland Refinery) provide program volunteers.

**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?**

JABC is focused on expanding program deliveries annually so that more Burnaby students can experience a life changing JA program. While our goal is to deliver 100 financial literacy programs, as a charity, our programs are delivered in direct proportion to the amount of funding received. The philanthropic investment of the City of Burnaby will enable JABC to expand our programs into more schools, allowing more youth to understand business and economics, and develop their financial literacy skills, all at no cost to students, parents or schools.

**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)**

JABC collects the total number of program registrations and student participants by school and class/grade through our online Learning Management System. Other program goals are often difficult to measure as they are intangible and cannot be easily quantified as a number or in financial terms. For example, to become an adult without knowing how to manage money is to risk financial instability, debt and a meager standard of living. Working with youth offers the opportunity to intervene when they are still forming their habits and developing important socioemotional skills that can lead to more responsible financial behavior as an adult.

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

Surveys are used to measure our goals and desired outcomes:

1. Youth are more financially literate. Goal: 80% of surveyed students better understand how to make smart financial decisions. Outcome: Students have increased their knowledge of saving, debt, financial institutions, time-value of money, compound interest, investments, financial planning, and the difference between needs and wants.
2. Youth are more optimistic and better prepared to chart their future. Goal: 65% of surveyed students feel better prepared to plan and pursue a career. Outcome: Youth have a better understanding of the breadth of career options available to them, and what educational pathway is required.
3. Youth have started building the skills for lifelong success. Goal: 70% of students better understand how to create a budget and live as an independent adult. Outcome: students develop financial literacy, analytical and problem-solving skills.





# COMMUNITY GRANT APPLICATION

## 23.39.P Junior Achievement of British Columbia

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)	18	25			
DONATIONS AND SPONSORSHIPS (CASH)	80	74			
DONATIONS AND SPONSORSHIPS (IN-KIND)	2	1			
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	0	0			
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
<p>See attached 2022-2023 Annual Operating Plan.            JABC is dependent upon sponsorships and donations for its continued operations. We are continually building deeper relationships with existing donors, and seeking new partnerships with individuals, corporations, community foundations, board of trades, chambers, industry associations, educational institutions, and other youth-education organizations whose goals and values align with ours.</p>					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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.					
<p>GOAL 1            PROGRAM DELIVERIES - Across British Columbia, expand delivery of programs to 2,146 Inspire, Prepare and Succeed experiences in financial literacy, work readiness and entrepreneurship programs to Indigenous and non-Indigenous youth living in urban and rural communities.</p>					
<p>DESCRIPTION            Support educators in incorporating career-life learning opportunities for students by positioning JABC as a thought leader in financial literacy, entrepreneurship, work readiness, youth education and the future of work. Host professional development opportunities at educator conferences including Career Education Society, Provincial Intermediate &amp; Middle Years Teachers Association. Support educators in incorporating career-life learning opportunities for students.</p>					



**COMMUNITY GRANT APPLICATION**

23.39.P Junior Achievement of British Columbia

GOAL 2  
DEVELOPMENT / FUNDRAISING

DESCRIPTION  
Raise \$3,500,000 in philanthropic revenues to support the expansion of 2,146 program deliveries to British Columbia youth.

GOAL 3  
Increase program deliveries by 10% to support more British Columbia youth to develop the skillset and the mindset to build thriving communities.

DESCRIPTION  
Serving all B.C. youth, including Indigenous communities, people of colour, and at-risk populations, ensure JABC's real-world training helps young people develop the skills to build successful careers, prepare for the risks and rewards of entrepreneurship, and learn to thrive financially.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	300	450
VOLUNTEER HOURS PER YEAR	1,500	2,250
NUMBER OF VOTING MEMBERS	60	60

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.

A core element of JABC's Strategic Plan is to ensure British Columbians of all genders, orientations, abilities, ethnicities, and religions are represented and included. A key priority is to advance EDI principles through expanding and enhancing access to programs for Indigenous youth. JABC is committed to partnering with Indigenous communities and providing increased access to community-based, culturally-accessible educational programs focused on building financial literacy, career readiness and entrepreneurial skills. In Jan 2022 we hired a Director Indigenous Programs and in Jan 2023 due to program growth, a Program Manager Indigenous Programs was hired. In the 2021-2022 school year JABC delivered 58 free programs in 15 Indigenous communities reaching 834 youth. This school year we have currently delivered 142 free programs to 2,267 Indigenous youth.



# COMMUNITY GRANT APPLICATION

## 23.39.P Junior Achievement of British Columbia

### 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>Property Equipment breakdown Business Income Crime Professional Fees 3rd party employee dishonesty</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?</p> <p>City of Burnaby recognized as a donor on JABC's website City of Burnaby's logo added to Power Point slides for Burnaby school program deliveries Recognition in year-end thank you ad for all JABC donors in the Vancouver Sun Recognition in JABC's Annual Report Thank you letter and tax receipt Opportunity for City of Burnaby staff to volunteer to lead a JA program Invitations to Provincial and/or Regional events</p>



# COMMUNITY GRANT APPLICATION

## 23.39.P Junior Achievement of British Columbia

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

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM <input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2023-2024
3. MONTH FISCAL YEAR BEGINS July 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				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 BC Gaming	3000	5000	N	portion provincial support 2 programs
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby		10000	N	2023-2024 school year
2				
3				
SPONSORSHIP (SPECIFY)				
1 JABC Gala	12375	10500	Y	portion of province-wide funding
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS	34000	36000	Y	
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1 Corporate Donations	41000	43000	Y	National, Provincial & Local
2 Foundation Donations	36000	38000	Y	Community, Corp, Family Foundations
3				
<b>TOTAL REVENUE</b>	<b>126375</b>	<b>142500</b>		expand to 100 programs



**COMMUNITY GRANT APPLICATION**  
23.39.P Junior Achievement of British Columbia

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	60000	65000	salaries, benefits, training
OFFICE SUPPLIES & EXPENSES	14000	14000	accounting, admin, computers
PROGRAM & EVENT SUPPLIES	24000	28500	student, teacher, vol materials
ADVERTISING & PROMOTION	6000	8000	teacher outreach
TRAVEL & VEHICLES EXPENSES	1500	2000	mileage
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	4375	6000	JA Canada licensing, programs
OCCUPANCY COSTS			see Office Supplies above
PROFESSIONAL & CONSULTING FEES			see Office Supplies above
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS			see Compensation above
CITY SERVICES EXPENSES (SPECIFY)			Nil
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 Program Operations	4500	5000	video conferencing, IT support
2 Volunteer training, recognition, honorariu	7000	8000	
3 Program Evaluation	5000	6000	
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>126375</b>	<b>142500</b>	10% increase in programs
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	



# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

### SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME <b>Big Brothers of Greater Vancouver (BBGV)</b>		
2. ORGANIZATION STREET ADDRESS <b>102 - 1193 Kingsway</b>		
3. WEBSITE (IF APPLICABLE) <b>bigbrothersvancouver.com</b>		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME <b>Teresa Quach</b>	PHONE <b>(778) 552-9188</b>	EMAIL <b>tquach@bbgvf.com</b>
5. ALTERNATIVE CONTACT PERSON		
NAME <b>Ada Akogu</b>	PHONE <b>(604) 715-2159</b>	EMAIL <b>aakogu@bbgvf.com</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>106793722RR0001</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>\$ 5,000.00</b> <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC. <b>\$ 62,940.00</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. N/A



# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

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

N/A

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

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

We anticipate that 30 children in Burnaby will benefit from our Mentoring with Math program from October 2023 to July 2024. Mentoring with Math is designed to provide academic support in math to children who require assistance at their grade level. This program aims to foster positive connections between children and supportive mentors, empowering them to approach math with self-confidence. Additionally, it facilitates the development of positive friendships among peers, enhances their self-esteem, and cultivates a mindset focused on personal growth. Significantly, this program eliminates the financial hurdle by offering free participation, ensuring that children who cannot afford other expensive academic enrichment programs can still benefit.

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

Mentoring with Math (MwM)

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

MwM Virtual Programming

3. PROJECT/EVENT/PROGRAM START DATE

2023-10-10

4. PROJECT/EVENT/PROGRAM END DATE

2024-07-31

### SECTION D: PURPOSE OF BENEFIT\*

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

BBGV believes that when our children are emotionally, socially and physically healthy, everyone in the community benefits. That is why we have worked with community stakeholders to develop a variety of programs to meet the needs of children and families in Burnaby. The training provided by our Mentoring Coordinators equips the volunteer mentors with the skills they need to be a success in this program; they learn important attributes of a mentor, child development, agency rules, child safety, as well as training on the 'Jump Math' textbook, the philosophy that all students have undiscovered potential, how to build confidence and reduce anxiety in children. As a result of this broad training, this program not only helps children to approach math with confidence, but also touches on and improves other aspects of their life and development.

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

MwM is an academic focused 10 week program for children from Grades 3-7. Traditionally facilitated in person at partner sites in Burnaby, the program is for children who need academic assistance in math at their grade level and who are not able to access any other academic enrichment programs. Weekly sessions facilitate the development of healthy relationships and the opportunity to work on math challenges in a fun and supportive environment, dedicated to enhancing and encouraging an understanding and a love of math in our students, or as we refer to them in the organization, "Littles". The structure of each session is the same: Littles are paired with Big Buddy volunteer mentors and spend time working on math homework from school or Jump Math workbook exercises, and then play fun math-themed board games or activities. The interactions go far beyond a standard tutoring service. With our focus on mentoring, the Littles develop confidence and learn in a fun environment.



# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

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):

Mentoring with Math strongly adheres to the Social Sustainability Strategy. The program revolves around collaboration among community members, aiming to address the needs of local youth, unlock their potential, and prosper in a healthy environment, both academically and socially. The program further aligns with the Social Sustainability Plan, as many of the participating individuals, known as "Littles", come from low-income families who lack access to after-school tutoring 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 Mentoring with Math Program is currently offered virtually.

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?

BBGV greatly values the support of the City of Burnaby, should the funding not be secured in the full amount, there are reserve funds that the organization can draw on to fulfill the needs of the Mentoring with Math program. While that would mean the program has to make modifications to compensate for the budget, there is the possibility that not as many children will be served.

### 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)

Success for Mentoring with Math is determined through the evaluation of the following four key objectives for the program: #1: Healthy Connections with Guiding Adults i.e. Mentors - through role modeling, friendship and conversations, Mentoring with Math volunteer mentors provide the opportunity for mentees to build skills that make connections with other guiding adults. #2: Approach Math with Confidence - Through providing a safe learning environment that promotes potential, mentees will have the opportunity to practice and develop math skills without anxiety. #3: Friendship with Peers - through structured activities, games and with support from mentors, children have the opportunity to develop friendships with other children in the program. #4: Improve sense of self-worth - Through working with the children's strengths using math skills, children will develop a positive sense of self to face challenges in other areas of their lives. Success is determined through participant surveys.

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

BBGV employs several strategies to assess the impact of its programs. First, we administer surveys to participants, seeking their feedback on the perceived effectiveness of the program. Second, our Mentoring Coordinators maintain regular and open communication with all participants, including volunteers, youth, and their families. They carefully monitor the progress of each match, ensuring its success and verifying that the program is delivering the intended outcomes. In the case of Mentoring with Math, our objectives extend beyond academic math performance alone. We also strive to foster an appreciation for learning and cultivate positive and productive relationships between mentors and mentees.





# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

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)	6		3		
DONATIONS AND SPONSORSHIPS (CASH)	80		89		
DONATIONS AND SPONSORSHIPS (IN-KIND)	0		0		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	14		8		
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>We have pursued a number of opportunities for Mentoring with Math in Burnaby, as illustrated in the revenue streams table above. We receive funding for this program from other corporate, municipal and provincial grants. BBGV consistently seeks to create a diverse portfolio of funding sources based on finding a link between funder priorities and the mission of BBGV. BBGV also focuses on annual fundraising, securing major gifts, and securing grants to sustain its operations. Moreover, BBGV relies significantly on the BBGV Clothing Donation operation as its primary funding source. Unfortunately, due to the pandemic, this service was temporarily suspended, leading to a substantial decline in revenue for the organization. While the recovery process was gradual, we are pleased to announce that the service is now fully operational again, providing valuable funding for BBGV's programs once more.</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	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
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 Recruit More Volunteers</p>					
DESCRIPTION					
<p>At Big Brothers of Greater Vancouver, it has been challenging to recruit volunteers who are interested in person programming. Volunteers were much more available during the pandemic as they were working from home. Now, most volunteers have time constraints due to work, and personal life changes.</p>					



# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

**GOAL 2**

Sustain Serving Children in Burnaby

**DESCRIPTION**

The COVID-19 pandemic has been hugely disruptive to our programming across Greater Vancouver, including Burnaby. It has been difficult to rebuild our pool of available adult volunteer mentors for the MWM program. We will again source new in-person location for the MWM program in Burnaby that is in an accessible location for both mentees and mentors. We are working towards consolidating our position and sustaining the number of children served in the area.

**GOAL 3**

Sustain Our Programs Financially

**DESCRIPTION**

Financial sustainability is being achieved through a combination of factors; the resumption of our clothing donation service, exploring and sourcing new grant funding opportunities and partnerships, optimizing our online fundraising campaigns, and creating new fundraising events.

**5. PLEASE COMPLETE THE FOLLOWING**

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	497	479
VOLUNTEER HOURS PER YEAR	40,136	30,719
NUMBER OF VOTING MEMBERS	27	24

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

BBGV is committed to assisting children and youth in acquiring the necessary skills to become engaged and productive members of the community. In order to achieve this, our programs are entirely free and implemented within the local community, with the aim of reducing and eliminating barriers to access. We prioritize and uphold the values of diversity and inclusion, embracing and welcoming the participation of all individuals. We firmly believe that the diverse backgrounds of our volunteers, families, and staff contribute to the collective strength of our organization. To ensure inclusivity and fairness, our Inclusion Committee convenes on a monthly basis, with the purpose of creating equitable and inclusive environments for our staff, mentors, families, and the children and youth we serve.



## COMMUNITY GRANT APPLICATION

23.40.P Big Brothers of Greater Vancouver

### SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

Yes       No

2. IF YES, WHAT COVERAGE?

NFP Canada Corp previously known as "Fosters Park Brokers"

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

A grant of \$5000 would put the City of Burnaby in our Role Model Circle of recognition. This would include recognition on the BBGV Our Partners page, e-newsletter, annual report, and social media. For more information on recognition pieces, please contact BBGV.



# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

### 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>August 2023 to July 2024</b>
3. MONTH FISCAL YEAR BEGINS <b>August 2023</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 <b>Community Gaming Grant</b>	<b>\$1,380</b>	<b>\$1,880</b>	<b>Y</b>	<b>Provincial grant, one year</b>
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 <b>City of Burnaby</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>N</b>	<b>Grant, one year</b>
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3 <b>Our contributions</b>	<b>\$39,770</b>	<b>\$56,060</b>	<b>Y</b>	<b>Fundraising, ongoing</b>
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>46.15</b>	<b>62.94</b>		



# COMMUNITY GRANT APPLICATION

## 23.40.P Big Brothers of Greater Vancouver

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	\$29,100	\$39,690	
OFFICE SUPPLIES & EXPENSES			
PROGRAM & EVENT SUPPLIES	\$2,090	\$2,860	
ADVERTISING & PROMOTION			
TRAVEL & VEHICLES EXPENSES			
INTEREST AND BANK CHARGES			
LICENCES, MEMBERSHIPS, & DUES	\$5,200	\$7,090	
OCCUPANCY COSTS	\$1,230	\$1,680	
PROFESSIONAL & CONSULTING FEES	\$300	\$410	
CAPITAL PURCHASES & IMPROVEMENTS			
AMORTIZATION OF CAPITALIZED ASSETS			
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES			
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	\$4,120	\$5,610	
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1 General Administration	\$4,110	\$5,600	
2			
3			
4			
5			
<b>TOTAL EXPENDITURES</b>	<b>345.85</b>	<b>472.53</b>	<b>*Automated calculation error</b>
<b>CURRENT SURPLUS (DEFICIT)</b>	<b>-299.70000000000000</b>	<b>-409.59</b>	<b>* Actually = \$0 for both year</b>





# COMMUNITY GRANT APPLICATION

## 23.41.R Renbu Dojo Kendo Club

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

N/A

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

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

N/A

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM Canadian National Kendo Championships and Canadian National Junior Championships	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) Markham Pan Am Centre, 16 Main St Unionville, Markham, Ontario	
3. PROJECT/EVENT/PROGRAM START DATE August 11, 2023	4. PROJECT/EVENT/PROGRAM END DATE August 14, 2023

### SECTION D: PURPOSE OF BENEFIT\*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM  The Renbu Dojo Kendo Club has been teaching the martial art of Kendo in the City of Burnaby since 1977. Presently operating through the Wesburn Community Centre, the club strives to foster the cultural and athletic development of its members through the pursuit of Kendo. The purpose of this request is to help financially support athletes attending the Canadian National Kendo Championships and Canadian National Junior Championships in Markham, Ontario, to pursue competition at the highest level in Canada. Providing support for these opportunities fosters a sense of purpose to their rigorous training, and eventually to be selected to Team Canada for the World Kendo Championships representing Canada.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES  The Canadian National Kendo Championships <a href="https://kendo-canada.com/kendo-national-championships/">https://kendo-canada.com/kendo-national-championships/</a> for both Junior and Adults will be held in Markham, Ontario this coming August. Renbu Dojo Kendo Club has won several divisions at the last National Championships most notably, the Women's Champion, Women's Team Champion, Junior Team Champion, U12, U16 Boys, U16 Girls, U19 Girls, just to name a few of our accomplishments. The grant will help Renbu Dojo Kendo Club to take a strong and robust team of players to represent our city.

**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):**

Support for participation in the CKF Championships aligns with the City of Burnaby's OFFICIAL COMMUNITY PLAN, where Renbu Dojo provides a program meeting community needs contributing to the active physical, social and cultural well-being of the community and Burnaby residents. Support for this event aligns with the City's commitment for diversity and social planning in the support for cultural activities contributing to the physical, social, psychological and cultural well-being of our youth, enhancing the development and ongoing sustainability of our community. Accessibility and inclusion are of the highest importance for our organization where members are welcome regardless of their social or economic status, cultural background, or age. The event also aligns with the City's SOCIAL SUSTAINABILITY STRATEGY promoting healthy living and celebrating diversity and culture. This thriving recreational sport team, has a culturally diverse membership, including new immigrants and Canadians.

**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 operated out of Wesburn Community Centre in Burnaby since 1977. We are a not-for-profit and all of our instructors are unpaid volunteers. We are members of the BC Kendo Federation: <https://bckf.ca/> and the Canadian Kendo Federation: <https://kendo-canada.com/>

**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 funding we are requesting will help offset some of the expenses in attending the tournament. Tournament expenses weigh heavily financially on the families of youth who participate in the National tournament. If the requested funding is not fully granted by the City of Burnaby, each member will have higher fees for their travel expenses and may choose not to participate in the National Tournament. We have several ongoing fundraising initiatives to support the club members as much as possible, and they can be found at <https://renbudujo.com/fundraising/>.

**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)**

**Participation:** One measure of success in reaching the above goal would be the ability for Renbu Dojo to be able to financially support and enable members participation in the National Kendo Championships in Markham Ontario.  
**Performance and Results:** Renbu Dojo's success in these National Kendo Championships can be a factor in measuring goals. If members can achieve high ranking results, and/or demonstrate an improvement in their skills in competition will be seen as a positive outcome.  
**Cultural and Athletic development:** Increased knowledge and understanding of kendo, improved mental focus, discipline and personal growth.

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

**Participation and results:** Official tournament results will be published online for Canadian National Junior Kendo Championship and Canadian National Kendo Championship results.  
**Feedback to evaluate programs:** We have open communication and feedback from participants including debrief post-match or post-tournament on a group and individual basis provide insight on if goals are met. This may take form of direct and immediate feedback from athlete to coach (sensei) and vice versa allowing a better understanding of what focuses may be needed for improved athletic development and further enhance performance, for the individual and dojo members at large. Individual member goals and feedback are collected annually in September to allow instructors information and data to help make kendo a fulfilling part of their cultural, athletic, and personal development.





# COMMUNITY GRANT APPLICATION

## 23.41.R Renbu Dojo Kendo Club

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

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

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

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR	% OF TOTAL REVENUE CURRENT YEAR			
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)					
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)					
DONATIONS AND SPONSORSHIPS (CASH)					
DONATIONS AND SPONSORSHIPS (IN-KIND)					
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY					
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
N/A					
3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.					
	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH					
GRANT - IN-KIND					
PERMISSIVE TAX EXEMPTION					
LEASE GRANT					
OTHER					
4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.					
GOAL 1					
DESCRIPTION					



**COMMUNITY GRANT APPLICATION**  
23.41.R Renbu Dojo Kendo Club

GOAL 2

DESCRIPTION

GOAL 3  
N/A

DESCRIPTION  
N/A

5. PLEASE COMPLETE THE FOLLOWING

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

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

N/A



# COMMUNITY GRANT APPLICATION

## 23.41.R Renbu Dojo Kendo Club

### SECTION G: INSURANCE AND ACKNOWLEDGEMENT\*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?

- Yes       No

2. IF YES, WHAT COVERAGE?

City of Burnaby is covered under our \$5 Million limit of liability insurance policy underwritten by Lloyds, arranged by Markel Canada Ltd.

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

If Renbu Dojo is awarded the grant of \$3,000 for the Canadian National Kendo Championships, we will recognize the contribution from the City of Burnaby as follows:

- City of Burnaby logo and website link on Renbu Dojo website for one year
- Post on Renbu Dojo social media channels acknowledging support
- Team photo of the event will be sent at City Council following the event, including all member results.
- Recognition of funding contribution in Annual financial report



# COMMUNITY GRANT APPLICATION

## 23.41.R Renbu Dojo Kendo Club

**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 type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR N/A
3. MONTH FISCAL YEAR BEGINS N/A

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				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1 N/A				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 N/A				
2				
3				
SPONSORSHIP (SPECIFY)				
1 N/A				
2				
3				
EARNED REVENUE				
1 N/A				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>		



**COMMUNITY GRANT APPLICATION**  
 23.41.R Renbu Dojo Kendo Club

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





**COMMUNITY GRANT APPLICATION**  
23.42.R Burnaby Minor Softball Association

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

N/A

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

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

N/A

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

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

1. NAME OF THE PROJECT/EVENT/PROGRAM Softball BC Provincial Championship	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) Kelowna, BC	
3. PROJECT/EVENT/PROGRAM START DATE 2023-07-07	4. PROJECT/EVENT/PROGRAM END DATE 2023-07-09

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

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM The top U15 softball teams from each BC District (approximately 15 districts) compete for the championship.
2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES Softball tournament.



**COMMUNITY GRANT APPLICATION**  
23.42.R Burnaby Minor Softball Association

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

This event aligns with the Social Sustainability Strategy by encouraging and engaging youth in sport. Keeping youth (specifically girls) in sport helps them with a sense of belonging in the community, encourages volunteering, and promotes a healthy lifestyle.

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

N/A

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

We would still attend the championship however, families will need to plan on spending more to cover the costs.

**SECTION E: EVENT OUTCOMES\***

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

The goal of the team's attendance at the provincial championship is to have fun and gain experience in competing in higher level competitions.

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

N/A





# COMMUNITY GRANT APPLICATION

## 23.42.R Burnaby Minor Softball Association

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)	0	0			
DONATIONS AND SPONSORSHIPS (CASH)	0	0			
DONATIONS AND SPONSORSHIPS (IN-KIND)	0	0			
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	0	0			
2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.					
N/A					
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 N/A					
DESCRIPTION N/A					



**COMMUNITY GRANT APPLICATION**

23.42.R Burnaby Minor Softball Association

GOAL 2 N/A		
DESCRIPTION N/A		
GOAL 3 N/A		
DESCRIPTION N/A		
<b>5. PLEASE COMPLETE THE FOLLOWING</b>		
	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	0	0
VOLUNTEER HOURS PER YEAR	0	0
NUMBER OF VOTING MEMBERS	0	0
<b>6. HOW DOES YOUR ORGANIZATION WORK TO ENSURE THAT PROGRAMS AND SERVICES ARE ACCESSIBLE AND INCLUSIVE FOR ANYONE WHO HAS AN INTEREST REGARDLESS OF AGE, ABILITY, ORIENTATION, ETHNIC/CULTURAL BACKGROUND, SOCIO-ECONOMIC STATUS? PLEASE SHARE EXAMPLES AND SUCCESS STORIES OF INCLUSIVITY AND DIVERSITY WITHIN YOUR ORGANIZATION AND PROGRAMMING.</b>		
N/A		



**COMMUNITY GRANT APPLICATION**  
23.42.R Burnaby Minor Softball Association

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

<p>1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE? <input checked="" type="radio"/> Yes      <input type="radio"/> No</p>
<p>2. IF YES, WHAT COVERAGE? Please see attached certificate of insurance.</p>
<p>3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY? We have an active social media presence and would be sure to highlight the City of Burnaby's contribution.</p>



## COMMUNITY GRANT APPLICATION

### 23.42.R Burnaby Minor Softball Association

**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 type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR N/A
3. MONTH FISCAL YEAR BEGINS

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1				
2				
3				
PROVINCIAL GOVERNMENT (SPECIFY)				
1				
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1				
2				
3				
SPONSORSHIP (SPECIFY)				
1				
2				
3				
EARNED REVENUE				
1				
2				
3				
FUNDRAISING (NET REVENUE)				
INDIVIDUAL DONATIONS				
IN-KIND SOURCES				
INVESTMENT INCOME				
OTHER SOURCES (SPECIFY)				
1				
2				
3				
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>		



**COMMUNITY GRANT APPLICATION**  
23.42.R Burnaby Minor Softball Association

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