

## Your Grant Application is Important

Please be as thorough as possible in the completion of the grant application to ensure that your application is not delayed or denied consideration while additional information is being obtained. Please refer to the [Community Grants Policy](#) for more information about requirements and processes for eligible organizations.

### Submission Process

- Grant application forms **MUST** be completed in full and be legible.
- Incomplete applications will be returned to the applicant for completion and re-submission for consideration.
- Please EMAIL an ELECTRONIC VERSION of the COMPLETE Grant Application Package (including attachments of supporting materials) to: [legislativeservices@burnaby.ca](mailto:legislativeservices@burnaby.ca).
- **The grant application MUST include the organization's operational budget for the current year and accountant prepared or official financial statements for the last complete year of operations.**
- Any additional or supplemental information may be included with the application at the time of submission. Applicants are not required to submit additional or supplemental information for their application to be considered.
- For more information please call 604-294-7292 or email [legislativeservices@burnaby.ca](mailto:legislativeservices@burnaby.ca).

## DECLARATION

**This declaration is to be signed by two signing officers of your organization.**

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;
- The organization will immediately notify Legislated Services (in writing) of any changes in the organization's activities as presented in its application. Legislated Services will determine if subsequent approval by Council is required;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgment is provided by using the City of Burnaby logo in accordance with prescribed standards; and,
- The organization acknowledges that its Community Grant Application is a public record and may be published on the City's website. Personal information (i.e., telephone numbers and e-mail address) are redacted prior to the publication.

SIGNATURE	TITLE
PRINT NAME	DATE (YYYY-MM-DD)

SIGNATURE	TITLE
PRINT NAME	DATE (YYYY-MM-DD)

*Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at [FOI@burnaby.ca](mailto:FOI@burnaby.ca) or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.*

## SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME		
2. ORGANIZATION STREET ADDRESS		
3. WEBSITE (IF APPLICABLE)		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME	PHONE	EMAIL
5. ALTERNATIVE CONTACT PERSON		
NAME	PHONE	EMAIL

6. APPLICANT TYPE		
LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
REGISTERED CHARITY	CHARITABLE NO	
NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
SPORT OR RECREATION ORGANIZATION		
OTHER	SPECIFY	

## SECTION B: GRANT INFORMATION

1. ARE YOU?  <input type="checkbox"/> New Applicant <input type="checkbox"/> Returning Applicant
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR:  <input type="checkbox"/> Operating Grant (Complete sections B, F, G and H)  <input type="checkbox"/> Initiative Grants (Complete all sections B - H)  <input type="checkbox"/> Recreational Sport Grant (Complete sections C, D, E and G)  <input type="checkbox"/> Subsidized Use of City Facility Space (Complete all sections C - H)
3. AMOUNT YOU ARE REQUESTING:  <input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.
5. 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.

## SECTION B: GRANT INFORMATION CONTINUED

<p><b>6.1 OPERATING GRANTS (REQUIRED FOR OPERATING GRANTS APPLICANTS ONLY)</b> DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATION'S INITIATIVES ON AN ANNUAL BASIS?</p>	<p><b>6.2 INITIATIVE &amp; SUBSIDIZED USE OF FACILITY SPACE GRANTS (REQUIRED FOR INITIATIVE GRANTS &amp; SUBSIDIZED USE OF CITY FACILITY SPACE APPLICANTS ONLY)</b> 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?</p>
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## SECTION C: THE PROJECT/EVENT/PROGRAM (OPERATING GRANT APPLICANTS ARE NOT REQUIRED TO COMPLETE THIS SECTION)

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 (OPERATING GRANT APPLICANTS ARE NOT REQUIRED TO COMPLETE THIS SECTION)

1. DESCRIBE THE PROJECT/EVENT/PROGRAM INCLUDING ITS PURPOSE AND PLANNED ACTIVITIES
2. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH COUNCIL'S PRIORITIES
3. 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 (OPERATING GRANT APPLICANTS ARE NOT REQUIRED TO COMPLETE THIS SECTION)**

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)

**SECTION F: LONG TERM VIABILITY (RECREATIONAL SPORT GRANT APPLICANTS ARE NOT REQUIRED TO COMPLETE THIS SECTION)**

**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. PLEASE SUBMIT 2 YEARS OF ACCOUNTANT PREPARED OR OFFICIAL FINANCIAL STATEMENTS WITH THIS APPLICATION (IF AVAILABLE)

Documents included?	Yes	No
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2. 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?

**SECTION G: INSURANCE AND ACKNOWLEDGEMENT**

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

**SECTION H: OPERATING BUDGET FOR ORGANIZATION OR PROJECT/EVENT/PROGRAM  
(RECREATIONAL SPORT GRANT APPLICANTS ARE NOT REQUIRED TO COMPLETE THIS SECTION)**

1. PLEASE SUBMIT AN OPERATING BUDGET INCLUDING ALL REVENUE SOURCES WITH THIS APPLICATION. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM