



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Burnside Gorge Community Association (BGCA)

Mailing Address: 471 Cecelia Road

Contact Person: Suzanne Cole

Email: Suzanne@burnsidegorge.ca

Telephone: 250-388-5251 ext 238

Website: www.burnsidegorge.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0027918

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 13526 1972 RR0001

Organization mission/mandate

The purpose of the Burnside Gorge Community Association is to lead, promote and support prevention and intervention based initiatives which encourage healthy, inclusive, and socially just living. This is accomplished through:

- Engaging and consulting with our communities concerning issues and developments important to the lives of residents
- Providing a continuum of high quality programs and supports that strengthen the lives of children, youth and families in Greater Victoria
- Establishing, promoting and operating facilities that provide public amenities to benefit the community
- Fostering community connections and a sense of community pride through community celebrations and initiatives
- Advocating in the best interest of community residents and ensuring a representative voice for all those we serve
- Being a model employer

Brief history and role in benefitting residents of Greater Victoria

Founded in 1991 in response to community need, the Burnside Gorge Community Association (BGCA) began providing child care, family support, and recreation services to residents of the Burnside Gorge neighborhood. Programs and services grew rapidly and since 2002 the BGCA has operated a full continuum of support services to children, youth and families throughout Greater Victoria and the Capital Regional District, including: a range of childcare programs for ages 3.5 to 11; a range of community and school based youth & family services; housing and asset development supports for youth and families; community recreation and special events for all ages; and a variety of community development initiatives. BGCA is a recognized leader in providing supports to vulnerable populations with a strong reputation for a high level of fiscal accountability and program success.

How many paid staff at organization? Full Time: 25

Part Time: 27

How many volunteer staff at organization? 0

Total volunteer hours: 0



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Strategic Plan Grant Application Form

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 2,438,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Province of BC	\$490,512	Social service programs: Homeless Family Outreach; C'nex High Risk Parenting Program, Early Childhood Development, Youth Drop In, Seniors Lunch and Learn, Child Care Programs
Foundations/ Corporate Funds	\$181,000	Financial Literacy and Asset Development Program, Youth Self Sufficiency (for transitioning youth), Community Newsletter and Development Projects.
Fees	\$381,000	Preschool, Out of School Care, Winter and Summer Camp, Recreation Programs
School District #61	\$309,110	School based Youth and Family Counselling, Community School Programs for vulnerable children.
City of Victoria/Authorities	\$111,500	Youth and Adult Recreation programming; Association meetings, Youth Outreach
Government of Canada	\$29,400	Early Childhood Education, Summer student positions for licensed and unlicensed camps.
Community Donations	\$55,000	Rental supplements, Christmas hampers, youth drop in and recreation, weekly community dinner, food cards and supplies for low income families

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Self Sufficiency (YSS)

Brief description of the project or program and why the grant is needed.

Youth Self Sufficiency supports youth who are in foster care, on Youth Agreements, or entirely without supports as they transition into adulthood. Working with youth aged 17-19 for up to three years YSS takes an asset based approach encompassing the following areas: housing, employment, education, relationship and trust building, life skills, identity and emotional healing. Through one on one work with a Youth Advisor and through participation in various group workshops, youth will: identify their goals and make actions plans to achieve those goals; gain budgeting and other financial literacy skills; learn how to shop and cook to promote healthy living; gain knowledge and skills related to tenancy rights and responsibilities; acquire employment related skills and/or continue their education; identify and connect with community resources; and successfully transition to adulthood.

At the age of 19, youth receiving service through the Ministry of Children and Family Development "age out" of care and lose that support. Many do not have the experience, skills and networks necessary to succeed in the adult world. The Victoria Coalition to End Homelessness has identified these youth as high risk of becoming part of the homeless population. There is also no assistance currently available for those youth living independently without supports to make the transition to adulthood.

Burnside Gorge Community Association has extensive experience working with youth whose lives are damaged as a consequence of the recognized gap in services for vulnerable youth while they transition into adulthood. The YSS program bridges that gap, providing youth with the tools needed to become self-reliant adults. YSS reduces risk factors for these youth providing them with the resources to make plans and decisions to positively impact their lives. Youth learn how to make smart, healthy decisions and access the skills and tools (such as housing readiness and spending plans) necessary for a successful future.

Does this project or program impact public space? ☐ Yes ☒ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Strategic Plan Grant Application Form

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

One of the mandates of Youth Self Sufficiency (YSS) is to engage youth and connect them to the broader community to improve health and wellness outcomes in all domains of their lives. Bridging both Strategic Plan objectives mentioned below, YSS develops capacity in youth through engagement and relationship building so they may identify their needs, create goals and action plans to meet those needs and finally identify and connect with the community resources that can assist them in being successful.

Engage and Empower the Community - This demographic of youth are historically disconnected from community and difficult to engage. The participatory nature of YSS allows youth to provide input on ongoing program delivery and details such as timing of groups and workshop topics are directed by youth. Youth participate in the program's evaluation through surveys and information sharing with Advisors and evaluators. This inclusion and capacity building lays the groundwork for broader civic engagement. YSS respects youth, their feedback into process and outcomes and helps youth grow, building trust and meaningful relationships.

Facilitate Social Inclusion and Community Wellness - Youth transitioning out of care are at high risk for homelessness. The Victoria Coalition to End Homelessness has identified these youth as high risk of becoming part of the homeless population. The foundation of YSS is built upon the premise of relational permanency for transitioning youth. For many youth, the connections that are developed with the Youth Advisors and with the larger community are a new experience and deeply valued by the youth. The feeling of belonging with each other and within the community is crucial to addressing barriers to success such as physical and mental health as well as meeting of basic needs.

How many will benefit from the project or program? 30

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth transitioning to adulthood from government care, Youth agreements or entirely without supports



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 150,305 Amount Requested \$ 8,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$4,220

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Homelessness Partnering Strategy (Government of Canada)	Gina Dolinsky	250-360-3319	\$32,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Coast Capital Foundation	Maureen Young	250-483-8779	\$25,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Burnside Gorge Community Association	Suzanne Cole	250-388-5251	\$4220
Community Social Planning Council	Dibya Shrestha	250-383-6166	\$506

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Victoria Foundation	Carol Hall	250-381-5532	\$25,000
United Way	Lee Anne Davies	250-385-6708	\$45,000
Community Donations			\$10,000

Grand Total of Other Funding Sources \$141,726



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Strategic Plan Grant Application Form

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If full funding is not attainable, there will be adjustments to: staff hours - consequently impacting the number of youth who will be able to participate; financial resources - IDA funds and dollars to provide youth with rental supplements may be reduced or limited plan.

BGCA is committed to using the success of the pilot program evaluation and the continued success of this three year program to lobby for secure long term funding from government and other funders.

Through continued evaluation and monitoring of youth outcomes and successes, the goal is to gather continued support and funding from both government and non-government agencies, as well as community, to ensure that resources that assist youth in improving their self sufficiency remain funded and accessible to youth through the three year cycle of the Program.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: January 2015 To: December 2015

Project or program location: Burnside Gorge Community Centre

Project or program timeline and major milestones.

Date	Milestone
Jan – Dec 2015	Youth Advisory Committee recruitment and meetings – comprised of youth who have transitioned to adulthood from government care without supports
Jan – Dec 2015, repeated every three to four months	Intake and Colour Wheel Assessment – Youth complete a colour wheel with identified support people. Key domains impacting youth's success are discussed and color coded. Domains are: Housing and Money Management; Daily Living Skills; Education; Employment; Family Relationships; Social Relationships; Health; Communication; Community Connection; and Identity.
Feb - March 2015 and Sept - Oct 2015, weekly for six weeks	Ready To Rent Workshops - education and skills to find and maintain housing Financial Literacy Training - budgeting, relationships with money, understanding debt
Jan - Dec 2015	One on one work with Youth Advisors to stabilize youth, set goals and actions plans as well as to review plans. Advisors assist youth in getting the financial and other resources needed to meet their goals.
April - June, weekly	Skill building workshops -Food Skills workshops - how to shop for and prepare healthy food on a budget -Employment Skills Training - resume & cover letter writing, interview skills, job market research skills
July - August, held weekly	Group Outings - outdoor relationship building exercises; community building
December 2015	Program Evaluation

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0

Total volunteer hours required: 0

Can the project or program occur without volunteer support?

☒ Yes ☐ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Strategic Plan Grant Application Form

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other: Program flyers and brochures | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Suzanne L. Cole

Position: Executive Director

Name: Suzanne L. Cole

Date: June 23, 2015

Youth Self Sufficiency - Program Budget – 2015

Estimated Revenues:

Sources of Funding	Amount (\$)	Cash/In-Kind	Confirmed/Potential?
Homelessness Partnering Strategy	\$32,000	Cash	Confirmed
Victoria Foundation	\$25,000	Cash	Confirmed
United Way of Greater Victoria	\$45,000	Cash	Confirmed
City of Victoria	\$8,500	Cash	Potential
Coast Capital Savings	\$25,000	Cash	Confirmed
Donations	\$10,000	Cash	Confirmed
Burnside Gorge Community Association	\$4,220	In kind	Confirmed
Community Social Planning Council (2 for 1 bus tickets)	\$506	In kind	Confirmed
Total Revenues:	\$150,226		

Estimated expenses:

Detailed Item Description	Total Cost	\$ Requested from City of Victoria
Human Resources: Youth Advisor-35 hrs/week x \$22.50/hr x emp. Costs + \$4,500 benefits = \$49,336 Youth Advisor -18hrs/wk x \$21/hr x emp. costs x 9 months = \$16,806 Supervision – 7 hrs/week x \$26/hr x emp. Costs + \$ 900 benefits = \$11,216 Youth Advisory Council Honorariums - \$20/mo per youth (8 youth) x 9 months = \$1,440	\$78,798	\$4,500
Materials and Supplies: Workshop/Instructor Fees, Honoraria and Supplies = \$1,600 One-on-one support materials: tools to assist with youth functioning - \$80/youth x 20 = \$1,600 Cell phones - \$90/month x 9 months = \$810 Food - groceries, groups, drop in, youth meetings (\$150/mo x 9 months) = \$ 1350 Equipment and Furniture – computer, desk, flipcharts = \$1,000	\$ 6,360	\$1,200
Financial Resources For Youth Flexible Dollars – to meet youths needs and accomplish goals (\$240/youth x 30 youth) = \$7,200 Housing Set up Costs (damage deposit, etc) - 10 youth x \$250 = \$2,500 Housing Related Supplies (furniture, dishes, cleaning) – 20 youth x \$350 = \$7,000 Re-Housing costs – 5 youth x \$250 = \$1,250 Rental supplements for youth – 100 rental supplements @ \$100 = \$10,000 <i>(Amount and duration of each rental supplement can be based on unique and individual needs of the youth))</i>	\$27,950	\$1,525
Individual Development Accounts (For those youth who have the ability to save a small amount of money each month; at the end of the program it will be matched 2.5 times) 10x\$20/monthx12months	\$6,000	
Transportation: Transit Tickets – \$15/sheet x 30 (youth) + 22.50/sheet x 25 (adult) = \$1,012 Staff Mileage – 300kms/month x .45cents per km = \$1,620	\$2,632	
Facilities: Room rental: workshops; groups; interviews; meetings - \$35/hrx100 hours (BGCA In Kind)	\$3,500	
Promotion: Program promotion on website and newsletter – BGCA in kind (30hrs x \$24 incl. emp.costs)	\$720	
Evaluation Costs: Third Party Evaluation – \$60/hr x40 hrs + gst (interviews; focus groups; data analysis)	\$2,520	
Administration: 15% of total cash budget: communications, front desk support, finance, IT support ; janitorial	\$ 21,825	\$1,275
Total Expenses:	\$150,305	This Request: \$ 8,500