

Guidelines: Burnaby Healthy Living Grant

Introduction

Burnaby Hospital & Community Foundation is the philanthropic organization supporting Burnaby Hospital. The Foundation was established in 1982 to raise funds for surgical and medical equipment, advanced technologies, education, and community healthcare needs.

OUR VISION: A connected community advancing exceptional health and wellness close to home.

OUR MISSION: Raising funds to advance exceptional healthcare and community wellness in Burnaby.

OUR VALUES: Accountability | Compassion | Impact | Partnership | Trust

Purpose

The Burnaby Healthy Living Grant was established in 2025 to offer financial support to community projects, programs, and initiatives that enhance the health and wellness of people living in Burnaby and East Vancouver. The program takes a preventative healthcare approach, focusing on mental and physical wellness, with particular emphasis on youth, seniors, and newcomers to Canada.

Applications are accepted once per year and are reviewed by a committee that includes members from the Burnaby Hospital & Community Foundation team, the BHCF Board of Trustees, City of Burnaby staff, community representatives from Burnaby and East Vancouver, hospital and medical staff, and sponsor representatives.

Grants

The Burnaby Healthy Living Grant supports registered community organizations in delivering health and wellness programming to residents of Burnaby and East Vancouver. These grants are based on the belief that meaningful change often begins with small, incremental steps.

- Award range: \$500 to \$5,000
- Funding is available for projects lasting up to one year
- All funded activities must be completed within 12 months of the grant award date
- Budgets cannot include general salary, administrative or overhead expenses, or any marketing, advertising or promotional costs
- A final report is required upon project completion

Award Amounts for Larger Organizations

Organizations with annual operating budgets above a defined threshold may be subject to a reduced maximum award. See Eligibility Criteria for details.

Important Dates

Milestone	Date
Deadline: Letter of Intent (LOI) submission	March 3, 2027; 4:30pm
Confirmation: Notice of LOI decision	March 19, 2027; 4:30 pm
Deadline: Full Application submission	April 16, 2027; 4:30pm
Confirmation: Notice of Funding decision	June 2027

Eligibility Criteria

To be eligible for the Burnaby Healthy Living Grant, applicants and their programs must meet all of the following requirements.

Applicant Requirements

- ☐ Align with the Foundation's mission and goals
- ☐ Demonstrate significant health and wellness value supporting the youth, senior and/or new Canadians
- ☐ Show potential for successful outcomes and lasting community impact
- ☐ Include a clear support plan for self-sustainability
- ☐ Have programs based within Burnaby or East Vancouver
- ☐ Core program details must be confirmed at the time of application, including venue, facilitators, and delivery partners.

Funding is not typically provided for:

- Religious activities serving only their membership or religious purposes
- Projects exceeding one year
- Costs incurred before the application date
- Bursaries, scholarships, or awards
- General operational expenses
- Travel for conferences or events
- Debt repayment or deficits
- Reapplications without significant changes
- Research projects

Programs serving seniors through adult day programs or senior centres will be assessed on whether they reach people not adequately served through Fraser Health-funded programming, whether companions or caregivers can participate, and whether the proposed activity duplicates existing publicly funded services.

School-Based Programs

School-based programs may be eligible where they meet both of the following conditions:

- The program is delivered by a health professional or qualified practitioner who is not a regular member of the school's teaching or administrative staff, and
- The program extends beyond the school environment into the broader community, rather than duplicating programming that falls within provincial or school district funding.

Programs delivered solely by school staff as part of standard curriculum or school-funded activities are not eligible.

Transportation Programs

Transportation-focused programs are not eligible by default. However, a program where transportation is the primary activity may be considered where the applicant can demonstrate that it directly addresses social isolation or supports access to health and wellness services for residents who would otherwise be unable to participate. Eligibility will be assessed on a case-by-case basis.

Funding Cap for Larger Organizations

Organizations with an annual operating budget exceeding **\$500,000** may receive a maximum award equal to **50% of the standard maximum Healthy Living Grant available in that funding cycle**, regardless of the amount requested.

The annual operating budget will be determined using the organization's most recently completed fiscal year and will apply to the applicant organization as a whole, rather than solely to the proposed program or its Burnaby-based activities.

This provision applies whether the organization is headquartered in Burnaby or delivers programming in Burnaby from another location.

The funding cap is intended to prioritize grassroots and smaller community organizations that may have fewer alternative sources of funding. Organizations exceeding the threshold remain eligible to apply; however, the maximum funding available to them will be limited.

The Process

To Start

Please review the grant guidelines and eligibility checklist thoroughly to ensure alignment with the requirements of the grant program.

Step One: Submission of Letter of Intent (LOI)

To begin the application process, please submit a Letter of Intent (LOI) within the designated timeframe. In your LOI, include the following details:

1. The start and end date of the program
2. A description of the program, including its purpose and key activities
3. A description of who will benefit from the program
4. The amount of funding you are requesting

Please confirm your eligibility before submitting your LOI, as only eligible projects will be considered. If your project qualifies, you will receive an email invitation to proceed to the next step.

If you have any questions regarding eligibility or the required information, please feel free to reach out to melissa.vergara@bhfoundation.ca.

Step Two: Submission of Full Application (by invitation only)

Successful LOI submissions will receive an invitation to submit a full application. Applications must be thoroughly completed and submitted by the specified deadline. The following support documentation must accompany completed applications:

- Previous year's financial statements
- Minimum of two letters of support
- A list your organizational leadership (Executive & Board)

Incomplete Applications:

Applications that are incomplete, lack required signatures, or are exceed the required length will not be considered. Corrections can be made, and applications can be resubmitted within the intake dates.

Late Applications:

Applications received after the stated deadline will not be considered and will be asked to reapply during the next intake period.

The Review Process

Letter of Intent

Submitted Letters of Intent will undergo evaluation by staff liaison to ensure they meet criteria. Decision notifications will be provided to all in writing via email, irrespective of the outcome.

Full Application:

Applications meeting all eligibility criteria will be assessed by the BHCF team to ensure completeness before being presented to the Burnaby Healthy Living Grant Committee for formal review. All applications undergo a formal review process utilizing a standardized evaluation scorecard. Applicants may receive additional inquiries regarding their application and/or may be requested to present to the committee. The committee's recommendations are forwarded to the BHCF Board of Trustees for final approval.

Notifications:

All applicants will receive written notification of the funding decision. BHCF or the Burnaby Healthy Living Grant Committee will not engage in discussion regarding reasons behind the approval or denial of any application, nor will any materials related to the review process be disclosed. Application materials become the property of BHCF.

Reporting Requirements

A final report is required from all funded organizations upon completion of the program. The report should describe what was delivered, who participated, and what the program achieved. Funded organizations that do not submit a final report will not be eligible to apply in future cycles.

All funded activities must be completed within 12 months of the grant award date. If your program requires a different timeline, this must be flagged at the time of application and confirmed with BHCF before funding is issued.

Contact

For questions about eligibility or the application process, contact:

Melissa Vergara

Manager, Board & CEO Relations

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