

**Jefferies, Cyndy**

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**From:** Elizabeth Iachelli [REDACTED]  
**Sent:** Thursday, August 29, 2019 8:23 AM  
**To:** Inquiries  
**Subject:** RDN Community Grant Application - Gabriola Island Community Hall Association  
**Attachments:** 08271903 RDN GRANT AAPPLICATION.PDF; 05 OPERATING BUDGETS 2018 & 2019.xlsx; Balance\_Sheet\_Report.pdf; Profit\_and\_Loss\_Comparison\_Report.pdf

**Caution:** This email is from an **external source**. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Please find attached :

- the completed application form
- current year budget
- financial statements as of July 31, 2019

Thank you,  
Elizabeth Iachelli  
Vice President,  
Gabriola Island Community Hall Association

## COMMUNITY GRANTS PROGRAM APPLICATION

<b>NAME OF ORGANIZATION</b> Gabriola Island Community Hall Association (GICHA)		<b>GRANT AMOUNT REQUESTED</b> \$ 3,627.50
<b>MAILING ADDRESS</b> 2200 South Road Gabriola		
<b>POSTAL CODE</b> V0R 1X0	<b>CONTACT PERSON</b> Elizabeth Iachelli	
<b>EMAIL ADDRESS</b> [REDACTED]	<b>TELEPHONE NUMBER</b> [REDACTED]	

PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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**IMPORTANT:** If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

Are you a registered non-profit organization in good standing?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does your organization provide a social enrichment service to the community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the project fill a need in the community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the project promote volunteer participation and citizen involvement?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

**Application Submission Requirements**

Please provide the following information. Items 1 through 14 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.

1. Provide information about the programs and services offered to the community by your organization.

The Gabriola Island Community Hall has played a pivotal role in island life for over a century. It has promoted and developed community spirit and citizen involvement while encouraging and facilitating the social, cultural, charitable and sporting endeavours of Gabriolan organizations and individuals.

As the largest facility of its kind on Gabriola, it serves as a reference point for activities and gatherings of all kinds : weddings; funerals; public meetings to discuss and be informed on issues of community relevance; meetings where politicians and other institutional leaders come to hear the views of the community and to request support / votes; social support programmes; dances; concerts; theatre performances; sports activities of every type; the Gabriola Pre-School.

We have organized and offered free of charge to other Gabriolan non-profits a workshop on fundraising in the digital age.

2. Provide information regarding your organization's revenue generating activities and other sources of income.

The main sources of revenue are rental income (bearing in mind that GICHA has a policy of maintaining low rental rates with the aim of making the Hall as accessible as possible to a wide range of groups); fundraising activities (notably the Salmon BBQ which has been held for the past 64 years and is one of the island's iconic annual events); donations; and grants.

3. Does your organization own its own facility? Yes ☒ No ☐

**Grant Request Information:**

4. Describe the project that this grant is intended to be used for.

If successful, this grant will be used as part of a longterm plan for the maintenance and upkeep of the Hall and specifically for the purchase of a new dishwasher. Currently, the equipment in the Hall kitchen consists of a sanitizer which is approaching the end of its useful life. Moreover, the sterilizer has somewhat complicated instructions which, despite the Hall managment's best efforts, often results in misuse by various groups utilizing the kitchen which in turn necessitates costly repairs. The proposed new machine, a Stero SUH high temperature undercounter dishwasher and sanitizer, is a top of the line commercial machine which conforms to VIHA standards and which is very simple to operate.

5. Provide the project start and end date.

Start Date: December 2019

End Date: December 2019

6. Describe the benefit of the project for the residents fo the Regional District.

A reliable commercial dishwasher will greatly improve the functionality of the kitchen and consequently the many groups and organizations who use the kitchen will derive a direct benefit. The Hall itself will also benefit from not having to arrange for emergency callouts to deal with the blocked sanitizer.



7. How many people does your organization anticipate will attend, benefit or participate in this project?

Over the course of a year, more than 3,000 people visit the Hall for various events and programmes. We estimate that 75% of those will utilize the kitchen for tea / coffee / meal / snack preparation. All groups are expected to clean up the kitchen after use, as per the standard rental contract, so all will benefit from the upgraded equipment.

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

More groups will be encouraged to use the Hall with a functional dishwasher, knowing that clean-up after activities is now simpler, quicker and practically foolproof.

9. Provide details of how the grant funding will be used and a breakdown of expenses.

Grant funding will be used to provide 50% of the costs associated with the replacement of the dishwasher. Expenses are as follows :

- Stero by Hobart SUH high temperature undercounter dishwasher	\$ 5,095.00
- Scale inhibiting water filter system	\$ 935.00
- Delivery and installation parts, travel & labour, disposal of old unit	\$ 1,225.00

TOTAL	\$ 7,255.00
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Requested funding from RDN	\$ 3,627.50
Contribution from Gabriola Island Community Hall Association	\$ 3,627.50

10. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

Use of the dishwasher is included in the rental rates of the Hall. We do not anticipate increasing rental rates as a result of the purchase of a dishwasher.

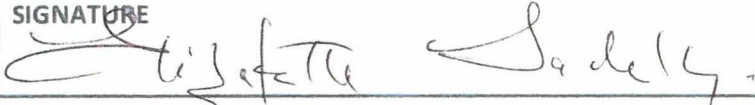
11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

The Gabriola Island Community Hall Association will contribute 50% of the costs incurred.

**Budget Information – please provide the following information as separate attachments:**

- |   |          |     |
|---|----------|-----|
| 12. Provide a copy of your organization's current year budget.        | Attached |     |
| 13. Provide a copy of your organization's latest financial statement. | Attached |     |
| 14. Provide an annual report for your organization, if applicable.    | Attached | N/A |

Applications received that are incomplete, that do not meet the criteria, or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

<b>SIGNATURE</b> 	<b>DATE</b> 26th August, 2019
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**Please submit your organization's completed application to:**

Finance Department  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572  
Email: [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

**Please Note:** The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

# Gabriola Island Community Hall Association

## Budgets

	<u>Oct 2017 - Sep 2018</u>	<u>Oct 2018 - Sep 2019</u>	Notes
<b>INCOME</b>			
Rental Income	\$16,000	\$22,000	Rainwater damage reduced income for 2017/8
Fund raisers	\$13,000	\$13,000	Annual Salmon BBQ
Donations from individual Gabriolans	\$23,000	\$10,000	Community rallied to help Hall after 2017/8 damage
Donation from Village Foods	\$5,000		
<b>GROSS INCOME</b>	<b>\$57,000</b>	<b>\$45,000</b>	
<b>EXPENSES</b>			
Cleaning Expenses	\$4,000	\$4,200	
General Expense	\$6,000	\$6,300	
Grounds keeping	\$1,500	\$1,575	
GST Paid	\$2,500	\$2,625	
Repairs & Maintenance	\$5,000	\$5,250	
Insurance	\$6,200	\$9,000	Insurance expected to increase 2018/9
Utilities	\$7,500	\$7,875	
Handicap Washroom	\$14,000		
Metal Roof Repair (part cost)	\$8,500		
<b>Total Expenses</b>	<b>\$55,200</b>	<b>\$36,825</b>	
<b>Surplus</b>	<b>\$1,800</b>	<b>\$8,175</b>	





# Gabriola Island Community Hall Association

## BALANCE SHEET

As of July 31, 2019

	TOTAL	
	AS OF JUL 31, 2019	AS OF SEP 30, 2018 (PP)
<b>Assets</b>		
Current Assets		
Cash and Cash Equivalent	\$67,737.25	\$31,891.34
Accounts Receivable (A/R)	\$0.00	\$ -543.33
1211 Prepaid Expenses	362.08	16,087.95
Floats	0.00	0.00
<b>Total Current Assets</b>	<b>\$68,099.33</b>	<b>\$47,435.96</b>
Non-current Assets		
Property, plant and equipment		
1400 Building	376,529.63	376,529.63
1420 Plant & Equipment	0.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$376,529.63</b>	<b>\$376,529.63</b>
<b>Total Non Current Assets</b>	<b>\$376,529.63</b>	<b>\$376,529.63</b>
<b>Total Assets</b>	<b>\$444,628.96</b>	<b>\$423,965.59</b>
<b>Liabilities and Equity</b>		
Liabilities	\$220.00	\$231.77
Equity		
3000 Opening Bal Equity	0.00	0.00
Retained Earnings	423,733.82	423,733.82
Profit for the year	20,675.14	
<b>Total Equity</b>	<b>\$444,408.96</b>	<b>\$423,733.82</b>
<b>Total Liabilities and Equity</b>	<b>\$444,628.96</b>	<b>\$423,965.59</b>



# Gabriola Island Community Hall Association

## PROFIT AND LOSS COMPARISON

October 2018 - July 2019

	TOTAL	
	OCT 2018 - JUL 2019	OCT 2017 - JUL 2018 (PY)
<b>INCOME</b>		
4010 Net rent		
4011 Rent earned	24,028.25	15,508.97
4014 Less Booking Commission	-2,267.83	-1,700.28
<b>Total 4010 Net rent</b>	<b>21,760.42</b>	<b>13,808.69</b>
4040 Interest Income	17.22	2.30
4045 Salmon BBQ Net	-850.52	1,061.40
4102 Paul Gellman Fund Raiser	4,223.72	
4120 Cruiser's Car Hop	272.65	
4140 Donations	12,727.53	30,783.21
4200 Transferred in from GICH Foundation	15,869.36	14,000.00
<b>Total Income</b>	<b>\$54,020.38</b>	<b>\$59,655.60</b>
<b>GROSS PROFIT</b>	<b>\$54,020.38</b>	<b>\$59,655.60</b>
<b>EXPENSES</b>		
5010 Bank Charges	22.50	15.00
5015 Utilities	5,301.03	6,229.84
5080 Bad debts	-555.10	
5100 Cleaning Expense Contract Hourly Labour	3,304.62	2,733.93
5160 General Expense - Other	2,802.51	4,552.07
5170 Grounds keeping	708.09	1,055.00
5180 Purchased water	26.86	
5200 GST Paid	1,310.78	2,069.29
5250 Repairs & Maintenance	5,169.59	2,978.08
6050 Insurance	5,210.00	5,006.35
6950 Extraordinary Expenses Gutters	5,108.00	
<b>Total Expenses</b>	<b>\$28,408.88</b>	<b>\$24,639.56</b>
<b>OTHER INCOME</b>	<b>\$5,000.00</b>	<b>\$0.00</b>
<b>OTHER EXPENSES</b>		
6950 Extraordinary Expenses	9,936.36	17,787.58
Rainstorm Insurance claim		4,188.87
<b>Total Other Expenses</b>	<b>\$9,936.36</b>	<b>\$21,976.45</b>
<b>PROFIT</b>	<b>\$20,675.14</b>	<b>\$13,039.59</b>