

Jefferies, Cyndy

From: ROBERT BROCKLEY [REDACTED]
Sent: Wednesday, August 28, 2019 9:09 AM
To: Inquiries
Cc: Craig, Vanessa
Subject: Community Grant Application
Attachments: Budget 2019 final PDF.pdf; 2018 Galtt financials Ops2.pdf; 2018 Galtt financials Fin Pos.pdf; 2018 Galtt financials Notes.pdf; Community Grant Application (2019 final).pdf

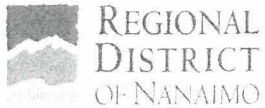
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Please find attached a 2019 Community Grants Program application on behalf of Gabriola Land & Trails Trust. The requested financial information is attached in separate files.

I'd appreciate it if you could confirm receipt of this application.

Thanks,

Rob Brockley
President, Gabriola Land & Trails Trust



COMMUNITY GRANTS PROGRAM APPLICATION

NAME OF ORGANIZATION Gabriola Land & Trails Trust		GRANT AMOUNT REQUESTED \$ 3,846
MAILING ADDRESS P.O. Box 56 Gabriola, BC		
POSTAL CODE V0R 1X0	CONTACT PERSON Rob Brockley	
EMAIL ADDRESS info@galtt.ca	TELEPHONE NUMBER [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.

Gabriola Lands & Trails Trust (GaLTT) was formed in 2004 with the stated purpose: "...to secure, develop and sustain a network of parkland and trails on Gabriola Island for the benefit of the public, and to preserve sites of environmental, historical, and social importance". Our main activities include 1) Building new trails and maintaining and upgrading existing trails, 2) Conservation initiatives (conservation covenants, advocating for protection of land for parkland and ecological protection; participation in land acquisition for parkland; 3) Invasive species education and control; 4) Community engagement (volunteer work parties for trail building/maintenance and invasive species control, education, guided walks, workshops, maps, brochures).

GaLTT works cooperatively with the RDN Recreation & Parks, BC Parks, Islands Trust Conservancy, Snuneymuxw First Nation, School District #68, Gabriola Streamkeepers, private land owners (licenced trails) and other Gabriola organizations (Lions Club, Museum Society). GaLTT is an entirely volunteer-driven organization. We have no paid employees.

In 2018, GaLTT volunteers contributed 600 hours of time to trail maintenance, trail building, and invasive species work on behalf of GaLTT. Our dedicated and talented Board members also contributed countless volunteer hours in support of GaLTT's goals.

Over the past 15 years, GaLTT has slowly accumulated surplus funds for the main purposes of future land acquisition for conservation and for expenses related to the administration of conservation covenants. Our yearly trail operations budget (\$4000 in 2019) is used for expenses related to the purchase of supplies and non-mechanized equipment for trail maintenance activities. We rely heavily on manual equipment owned and supplied by our trail volunteers for trail building activities.

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

The majority of GaLTT's funding is generated through annual and multi-year memberships and from charitable donations. We also receive significant revenue from the sale of trail maps and brochures. In recent years, GaLTT has applied for, and received, small grants from the Gabriola Recreation Society for trail upgrading projects and from BC Parks for assessing beach access mobility issues. GaLTT has also been awarded several maintenance projects from the Islands Trust Conservancy for maintenance and infrastructure work in the Elder Cedar Nature Reserve.

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.

GaLTT schedules twice-monthly work parties in which volunteers work on a wide variety of trail building or trail maintenance projects. Historically, all of our trail trimming has been undertaken with manual equipment (hand clippers, loppers, shears). However, an aging volunteer work force, combined with an ever-expanding trail network, is making it increasingly difficult to attract volunteers and to keep pace with trail trimming needs. The GaLTT Board has recently concluded that some mechanization of equipment is needed in order to reduce the wear and tear on our dedicated trail volunteers and to increase the productivity of our trail trimming efforts. This grant application includes the purchase of four electric hedge trimmers for use by GaLTT volunteers.

Trail blockages caused by fallen trees are currently removed by an experienced GaLTT Board member using his own chainsaw or by the contracted services or volunteered time of a trained professional. Severe winter storms in recent years, combined with increased tree mortality due to a changing climate, is making it increasingly difficult to deal with trail blockages in a timely manner. GaLTT has recently developed a policy that will allow these tasks to be undertaken by GaLTT volunteers after receiving appropriate chainsaw safety training. The purchase of two forestry-rated chainsaws will enable trail clearing work to be undertaken by trained volunteers using GaLTT-owned equipment - one person responsible for trails at the south end of the island and one responsible for trails on the north end.

5. Provide the project start and end date.

Start Date: October 1, 2019

End Date: December 31, 2019

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

There are more than 80 km of public trails on Gabriola Island. This large trail network is used extensively by hikers, walkers, joggers, families, dog walkers, horse riders, and cyclists for recreational purposes and by pedestrians and cyclists as transportation corridors to travel to and from work, school, shopping, appointments, and the ferry.

Through our twice-monthly work parties and individual efforts of Board members and others, this extensive and expanding trail network is maintained almost exclusively by Gabriola Land & Trails Trust volunteers. Funding received for this project will facilitate more productive and efficient trail maintenance of this ever-expanding trail network, including pre-approved volunteer maintenance activities on trails within RDN Community and Regional Parks. Chainsaws will be used by trained volunteers to quickly and efficiently remove the windfall that frequently blocks trail access, especially during the winter months. Electric hedge shears will be used by our trail maintenance work party volunteers to more efficiently remove encroaching salal, ferns, and other vegetation from trails in order to maintain good walking conditions for trail users. All of the trail user groups will benefit from the enhanced trail maintenance that will be achieved by the use of this equipment.

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

While it is not possible to estimate exact numbers of trail users, Gabriola Island's extensive trail network is heavily used by local residents and visitors throughout the year. Brisk sales of GaLTT's trail map by local vendors is strong evidence of the popularity of Gabriola's trails. Largely due to GaLTT's volunteer efforts, trail users can essentially travel the entire length of Gabriola on a well-maintained inter-connected trail network. The equipment purchased with this grant will ensure that trails blocked by windfall will be quickly re-opened for public use and that all trails remain well maintained.

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

The purchase of electric hedge trimmers and chainsaws will reduce the wear and tear on the bodies and personal equipment of current GaLTT volunteers and will increase the productivity of scheduled volunteer work parties. The equipment purchase will likely also broaden our volunteer base by attracting new volunteers who are specifically interested in physically demanding chainsaw tasks and and/or are attracted by the reduced physical demands of trail trimming work that will result from the use of mechanized equipment.

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

Grant funds will be used to purchase two (2) chainsaws and four (4) sets of electric hedge shears (with extended-charge AK 30 batteries). The Extended charge batteries are needed to ensure hedge trimmers can be used for an entire 2-hour work party without re-charging.

Item	Price/Unit	Extension
Stihl MS 362 C-M chainsaw	\$ 899.00	\$ 1,798.00
Stihl HSA 56 hedge trimmer	\$ 329.00	\$ 1,316.00
Stihl AK 30 battery	\$ 79.98	\$ 319.92
Tax (GST+PST)		\$ 412.07
TOTAL		\$ 3,845.99

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

Not applicable

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.

There are no other sources of external funding for this project. Safety equipment (e.g., leg protection, hardhats, hearing protection) for volunteer chainsaw operators will be purchased using the GaLTT trail operations budget.

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.

SIGNATURE 	DATE August 28, 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

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 Land Trail Trust

March 6, 2019

Budget 2019

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Receipts

Memberships	4,560
Donations	11,000
Market/Map Sales	3,600
Investment income	1,000
<i>Special Projects:</i>	
Elder Cedar	3,351
BC Parks Accessibility	5,000

TOTAL RECEIPTS	28,511
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Disbursements

Acquisitions and Trail Licenses

Accounting & Legal	100
Printing	50
Consulting fees	850
Total	1,000

Communications

Printing	400
Trail map printing	3,000
Advertising & Promotion	500
Internet & Website	500
Office	150
Total	4,550

Community Engagement

Fundraising	500
Broom Bashing	1,000
Memberships in organizations	850
Meeting Space Rentals	850
Travel, training & gifts	600
Accounting and Legal	20
Printing	500
Total	4,320

Trails

Trail building costs	4,000
Total	4,000

Gabriola Land Trail Trust

March 6, 2019

Budget 2019

<u>Special Projects</u>		
Elder Cedar contract	3,351	
BC Parks Accessibility	5,000	
Total	8,351	
<u>Operations</u>		
Accounting/legal	2,500	
Office	400	
Travel, training & gifts	1,800	
Insurance	1,500	
Fundraising	200	
Interest & Bank Charges	350	
Total	6,750	
Total carry forward		
TOTAL DISBURSEMENTS	28,971	
Total Receipts + carry forward	28,511	
Excess of (Disbursements) over Receipt	(460)	

Gabriola Lands and Trails Trust

Statement of Financial Position

December 31, 2018.

	2018	2017
Current Assets		
Cash	23,507	136,286
Term Deposit	125,000	-
	148,507	136,286
GST Receivable	891	731
Prepaid expenses	1,959	1,248
Total	151,357	138,265
Current Liability		
Account Payable	-	200
Fund balances (note 2)		
Land Acquisition	53,426	43,008
Trail & Shore Access	1,500	500
Stewardship	15,953	15,953
Unrestricted	80,478	78,604
	151,357	138,065
Total	151,357	138,265

Approved by the Board

Director
Director

Gabriola Lands and Trails Trust

Statement of Operations

for the year ended December 31 2018.

	2018	2017
Receipts		
Donations	10,665	8,827
Special projects	5,900	-
Memberships	4,740	3,390
Map/market sales	2,240	2,666
Investment income	337	302
Streamkeepers	-	100
	<u>23,882</u>	<u>15,285</u>
Disbursements		
Trail building costs	3,457	5,458
Accounting & legal	2,488	1,422
Elder Cedar contract	2,708	-
Broom Bashing	2,147	-
Insurance	1,255	1,208
Fundraising	710	856
Office	609	697
Memberships	903	535
Meeting space rental	724	583
Travel, training & gifts	745	1,740
Advertising & promotion	493	997
Internet & website	374	300
Interest and bank charges	272	255
Consulting fees	123	-
Contribution to From Truth to Reconciliation Committee	-	1,000
	<u>17,008</u>	<u>15,051</u>
Excess of Receipts over Disbursements	<u>6,874</u>	<u>234</u>

Gabriola Lands and Trails Trust

Notes to Financial Statements

December 31, 2018.

1. Summary of Accounting Policies

Revenue Recognition

Unrestricted contributions are recognized as revenue in the operating fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions are deferred and recognized as revenue of the year in which the related expenditures are incurred.

Grants received for a particular purpose which are refundable to the donor if the funds are not used for that purpose by a particular date are deferred and recorded as a liability until the funds are used for the specified purpose.

To be included in income in a year, contributions must have been received or, if mailed, must bear a post mark date in the particular year.

Investment income is recognized as income when received.

2. Fund Balances

	2018					2017
	Land acquisition	Trail & shore access	Stewardship	Unallocated	Total	Total
Balance at beginning of year	43,008	500	15,953	78,604	138,065	116,642
Allocations from general revenue	5,000			(5,000)	-	15,000
Donations	5,155	1,000			6,155	5,907
Interest	263				263	282
Excess of receipts over disbursements				6,874	6,874	234
TOTAL	53,426	1,500	15,953	80,478	151,357	138,065

A portion of the funds for land acquisition and all of the trail and shore access funds have been received from donors with restrictions that they be used for these purposes. The stewardship fund has been set aside by the organization to assist with the administration of the land covenants it supervises.