

## Jefferies, Cyndy

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**From:** Bea Kolodziej [REDACTED]  
**Sent:** Wednesday, August 28, 2019 1:38 PM  
**To:** Inquiries; Inquiries  
**Cc:** Bea  
**Subject:** RDN Community Grant Application - Nanoose Bay Lions Club  
**Attachments:** NBLions-RDN-Grant\_Application-signed.PDF; ATT00001.htm; statement-136024P5-19Jul01-1.pdf; ATT00002.htm; statement-136024P5-19Jul01-2.pdf; ATT00003.htm; statement-136024P5-19Jul01.pdf; ATT00004.htm; Coastal Community Credit Union Accounts - My Accounts.pdf; ATT00005.htm; Lions RDN financial statement.doc; ATT00006.htm; 2018 and 19 budget information.doc; ATT00007.htm

**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.

Hello,

Please find attached a signed application and supporting documents from the Nanoose Bay Lions Club for community grant funding for an event to be held on June 7, 2020. The club plans to provide breakfast and lunch service at the Vintage Car Club Swap Meet to be held at Arbutus Meadows on June 7, 2020, and are applying for \$1900 to cover the cost of food and equipment rental for the event.

Documents attached are as follows:

- Signed application form - NBLions-RDN-Grant-Application-Signed.PDF
- Lions Club Budget - 2018 and 19 budget information.doc.
- Financial Statements including most recent banks statements and a year end summary of all accounts:
  - Coastal Community Credit Union Accounts - My Accounts
  - statement-136024P5-19Jul01-01.pdf
  - statement-136024P5-19Jul01-02.pdf
  - statement-136024P5-19Jul01.pdf
  - Lions RDN financial statement.doc

I am sending these documents in mail, however please let me know if I need to mail or deliver the printed copies. Also, please let me know if you require additional supporting documentation.

Thank you in advance for your consideration,

Bea Kolodziej  
Vice President, Nanoose Bay Lions Club

[REDACTED]

## COMMUNITY GRANTS PROGRAM APPLICATION

<b>NAME OF ORGANIZATION</b> Nanoose Bay Lions Club		<b>GRANT AMOUNT REQUESTED</b> \$1900
<b>MAILING ADDRESS</b> PO Box 70 Nanoose Bay, BC		
<b>POSTAL CODE</b> V9P 9A0	<b>CONTACT PERSON</b> Bea Kolodziej	
<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.

Club Activities:

Meat Draws every Saturday at the Rocking Horse Pub from 3:00 to 5:00 pm (except for summer break)  
Community Bingo Wednesdays at Nanoose Place from 5:30 to 9:00pm  
Easter Egg Hunt at Jack Bagley Park (Nanoose Place) - Easter Sunday  
Teddy Bear Picnic Pancake Breakfast at Nanoose Place - July  
Vintage Car Club Concession - June  
Christmas Cake sales in December  
Christmas Tree Chipping the first weekend in January  
Special Community Events

The Club Provides Funds to Support:

Ballenas Student Scholarships  
Nanoose Community Services  
Nanoose Place Improvements  
Nanoose Bay Elementary School  
Camp Shawnigan Special Needs Camp  
Kidney Foundation  
Oceanside Hospice  
Inclusion Parksville  
Claytree Society  
Haven Society  
Nanaimo Hospital Foundation  
Arrowsmith Search and Rescue  
and many other deserving recipients

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

Many of the Club's activities as listed above are fundraising activities:

Fundraisers:

Meat Draws every Saturday at the Rocking Horse Pub from 3:00 to 5:00 pm (except for summer break)  
Community Bingo Wednesdays at Nanoose Place from 5:30 to 9:00pm  
Easter Egg Hunt at Jack Bagley Park (Nanoose Place) - Easter Sunday  
Teddy Bear Picnic Pancake Breakfast at Nanoose Place - July  
Vintage Car Club Concession - June  
Christmas Cake sales in December  
Christmas Tree Chipping the first weekend in January  
Special Community Events - such as provide bar service for the Artists Studio Tour

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.

Each year the Vintage Car Club of Nanoose Bay holds a swap meet at Arbutus Meadows on the first Sunday in June. This year our club provided a pancake breakfast, a hamburger and hot dog lunch for participants of the swap meet. We also provide coffee, soft drinks and muffins for the whole day. This year our expenses totaled approximately \$1900 and we realized a profit of approximately \$2700. We are very grateful that our expenses were offset by the \$1500 grant from the RDN Community Grants Program.

We plan on doing the same service next year, and now have a better understanding of the amounts and costs of supplies.

This activity is staffed by volunteers who are Lions Club members and friends. We had 20 volunteers serving on the day of the swap meet (2 shifts) as well as planning and setting up prior to the actual event. Estimated volunteer time is 160 hours.

The grant money would be used to buy breakfast and lunch materials (~1650) and for the equipment rental (~260).

5. Provide the project start and end date.

Start Date: June 7, 2020

End Date: June 7, 2020

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

The Vintage Car Club swap meet draws vintage car enthusiasts and collectors from all over the island, as well as enough vendors to fill up the main building at Arbutus Meadows. Vendors are there from 6 am until the end of the day at 4 pm. There are no food services nearby, so the breakfast and lunch concession contributes to the success of this event. We also recycle all of the waste, taking it to the recycling station in Parksville at the end of the day.

All of the funds raised are donated to the supported causes listed above in Section 1.

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

Attendance at the 2019 Swap Meet was 2400 people plus ~200 vendors. We expect the attendance next year to be much the same.

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

Volunteers at this event are Lions Club members and friends, who share the following tasks:

Breakfast and lunch service:

food preparation  
food service  
cashier  
cleanup

Coffee and drinks station:

2 people to man the station from 6 am to 4 pm.

Setup and preparation:

buy the supplies  
set up food safety requirements such as a washing station  
store the materials appropriately per the food safety requirements  
setup, cleanup and breaking down and returning all equipment; take recycles to recycle station

Food Safety:

8 members of the club have completed Food Safety training and are certified

In addition, we provide materials about the Lions Club and let the public know that we are always looking for new members. Our membership has increased this year and we currently have 15 members. We also draw volunteers from our other fundraisers to help at this event, specifically people who know us through our weekly meat draw.

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

We expect a gross income of ~ \$4800 from breakfast and lunch sales, based on the 2019 event.

Expenses are expected to be as follows:

breakfast and lunch materials, all drinks: \$1650  
garbage bin and chair rental: \$260

Total: \$1910

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

Swap Meet admissions fees go to the Vancouver Island Vintage Car Club. There are no fees for the event that come to the Lions Club.

Lions Club revenues are from selling breakfast and lunch for \$7 each. This includes pancakes, sausages, and coffee or juice for breakfast and hot dogs, hamburgers and drinks for lunch. We also sell coffee and muffins for \$2.

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.


Funding for the June 2019 Swap Meet was from a grant from the RDN Community Grants Program (thank you!), and what wasn't covered by the grant money came from our Activities account, which has income from Christmas cake sales, Christmas tree chipping, food concession and administration funds from the Gaming accounts.

We have not applied for any other grant for the 2020 event.

**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> August 24, 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.



**COASTAL COMMUNITY  
CREDIT UNION**

Administration  
1 - 13 Victoria Crescent  
Nanaimo, BC V9R 5B9

TOGETHER, LET'S DO  
GREAT THINGS

## STATEMENT OF ACCOUNTS

Date ..... July 31, 2019  
Member No. ....  
Page ..... 1 of 1

Nanoose Bay Lions Activities  
PO Box 70  
Nanoose Bay BC V9P 9A0

### CHEQUING

#### Community Partner Package

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			5,000.53
08 Jul 19	Deposit Night Deposit		270.45	5,270.98
31 Jul 19	Credit Interest		0.04	5,271.02
<b>Total Withdrawals and Deposits</b>		<b>\$0.00</b>	<b>\$270.49</b>	
Rate (earned): 0.010%				

End of Statement

earn  
**7500**  
bonus points\*

\*some conditions apply

Your credit union **Business Credit Cards**  
work as hard as you do

From April 30-September 30 we will give you 7500 bonus  
points for signing up with any of our Business Cards that  
offer rewards.

Call **1.888.741.1010** or visit any Coastal Community  
branch for details.



**COASTAL COMMUNITY  
CREDIT UNION**

Administration  
1 - 13 Victoria Crescent  
Nanaimo, BC V9R 5B9

TOGETHER, LET'S DO  
GREAT THINGS

## STATEMENT OF ACCOUNTS

Date ..... July 31, 2019  
Member No. ....  
Page ..... 1 of 2

Nanoose Bay Lions Administration  
PO Box 70  
Nanoose Bay BC V9P 9A0

### CHEQUING

#### Community Partner Package

Account: .....

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			1,253.13
23 Jul 19	07-22 Cheque 301	420.97		832.16
31 Jul 19	Credit Interest		0.01	832.17
<b>Total Withdrawals and Deposits</b>		<b>\$420.97</b>	<b>\$0.01</b>	
Rate (earned): 0.010%				

End of Statement

earn  
**7500**  
bonus points\*

\*some conditions apply

Your credit union **Business Credit Cards**  
work as hard as you do

From April 30-September 30 we will give you 7500 bonus  
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## NANOOSE BAY LIONS CLUB

### June 2/19 concession expenses

Coffee cups, foil wraps, gloves	\$155.77
Q.F. pop	\$ 86.71
Walmart pop, condiments	\$102.50
Cobs Bakery	\$132.60
Save On Foods – meat patties	\$359.55
Apron material	\$ 25.34
Sysco Products – sausage	\$208.88
Costco	\$336.71
Superstore – drinks	\$ 15.00
Fresh Point – relish, sugar	\$ 63.90
Triple T -- coffee pots	\$112.00
Parks West – signs	\$144.00
Equipment rental	\$135.00
Q.F. – sterno	\$ 32.90
Propane/muffins	\$27.65
<b>TOTAL</b>	<b>\$1938.01</b>



**COASTAL COMMUNITY  
CREDIT UNION**

Administration  
1 - 13 Victoria Crescent  
Nanaimo, BC V9R 5B9

TOGETHER, LET'S DO  
GREAT THINGS

## STATEMENT OF ACCOUNTS

Date ..... July 31, 2019  
Member No. ....  
Page ..... 1 of 2

Nanoose Bay Lions Gaming Account  
PO Box 70  
Nanoose Bay BC V9P 9J9

### CHEQUING

#### Community Partner Package MEAT DRAW

Account: .....

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			3,717.15
03 Jul 19	07-02 Cheque 397	1,000.00		2,717.15
03 Jul 19	Deposit Night Deposit		315.00	3,032.15
11 Jul 19	07-10 Cheque 398	459.92		2,572.23
31 Jul 19	Credit Interest		0.02	2,572.25
<b>Total Withdrawals and Deposits</b>		<b>\$1,459.92</b>	<b>\$315.02</b>	

Rate (earned): 0.010%

#### Community Partner Package BINGO

Account: .....

Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			6,187.90
05 Jul 19	Deposit Night Deposit		511.00	6,698.90
11 Jul 19	07-10 Cheque 379	1,500.00		5,198.90
12 Jul 19	Deposit Night Deposit		570.00	5,768.90
19 Jul 19	Deposit Night Deposit		384.00	6,152.90
20 Jul 19	07-19 Cheque 380	50.00		6,102.90

continued...

earn  
**7500**  
bonus points\*

\*some conditions apply

Your credit union **Business Credit Cards**  
work as hard as you do

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COASTAL COMMUNITY  
CREDIT UNION

TOGETHER, LET'S DO  
GREAT THINGS

Date ..... July 31, 2019  
Member No. ....  
Page ..... 2 of 2

Community Partner Package

BINGO

Account:				
Date	Description	Withdrawals	Deposits	Balance
26 Jul 19	Deposit Night Deposit		786.00	6,888.90
29 Jul 19	External Withdrawal Bill Payment British Columbia Lottery Corp.	316.00		6,572.90
31 Jul 19	Credit Interest		0.05	6,572.95
Total Withdrawals and Deposits		\$1,866.00	\$2,251.05	
Rate (earned):		0.010%		

Community Partner Package

JACKPOT

Account:				
Date	Description	Withdrawals	Deposits	Balance
01 Jul 19	Opening Balance			1,000.40
31 Jul 19	Credit Interest		0.01	1,000.41
Total Withdrawals and Deposits		\$0.00	\$0.01	
Rate (earned):		0.010%		

End of Statement

STATEMENT CHEQUES

NANOOSE BAY LIONS GAMING ACCOUNT  
PO BOX 70  
NANOOSE BAY BC V8P 8J9

DATE 2019-06-13  
Y Y Y Y M M D D

PAY TO THE ORDER OF United Corp. Tug Society \$1500.00  
fifteen hundred 100 DOLLARS

COASTAL COMMUNITY CREDIT UNION  
NANOOSE BAY COMMUNITY BR.  
2-2451 COLLINS CR., BOX 100 1-888-741-1010  
NANOOSE BAY, B.C. V8P 8J9

MEMO Handwritten note

19/07/10 379 \$1,500.00

NANOOSE BAY LIONS GAMING ACCOUNT  
PO BOX 70  
NANOOSE BAY BC V8P 8J9

DATE 2019-06-17  
Y Y Y Y M M D D

PAY TO THE ORDER OF [Redacted] \$50.00  
50 100 DOLLARS

COASTAL COMMUNITY CREDIT UNION  
NANOOSE BAY COMMUNITY BR.  
2-2451 COLLINS CR., BOX 100 1-888-741-1010  
NANOOSE BAY, B.C. V8P 8J9

MEMO Handwritten note

19/07/19 380 \$50.00

NANOOSE BAY LIONS GAMING ACCOUNT  
PO BOX 70  
NANOOSE BAY BC V8P 8J9

DATE 2019-06-13  
Y Y Y Y M M D D

PAY TO THE ORDER OF Chrysler Center \$1000.00  
One thousand 100 DOLLARS

COASTAL COMMUNITY CREDIT UNION  
NANOOSE BAY COMMUNITY BR.  
2-2451 COLLINS CR., BOX 100 1-888-741-1010  
NANOOSE BAY, B.C. V8P 8J9

MEMO Handwritten note

19/07/02 397 \$1,000.00

NANOOSE BAY LIONS GAMING ACCOUNT  
PO BOX 70  
NANOOSE BAY BC V8P 8J9

DATE 2019-06-27  
Y Y Y Y M M D D

PAY TO THE ORDER OF Quality Tools \$459.92  
Four hundred fifty nine 100 DOLLARS

COASTAL COMMUNITY CREDIT UNION  
NANOOSE BAY COMMUNITY BR.  
2-2451 COLLINS CR., BOX 100 1-888-741-1010  
NANOOSE BAY, B.C. V8P 8J9

MEMO Handwritten note

19/07/10 398 \$459.92

**COASTAL  
COMMUNITY**TOGETHER, LET'S DO  
GREAT THINGS**Messages**

- You have no new messages.

**Accounts Summary****Coastal Community Credit Union Accounts**

View

All Memberships

**Membership**

<u>001 MEAT DRAW</u>	\$2,572.25
<u>002 BINGO</u>	\$8,134.25
<u>003 JACKPOT</u>	\$1,000.41

**Membership**

Account	Balance
<u>001 Community Partner Package</u>	\$6,771.02

**Membership**

Account	Balance
<u>001 Community Partner Package</u>	\$369.67

Last logged in on Thu, Aug 22, 2019, 4:16 PM, PDT via Online Banking.

**NANOOSE BAY LIONS CLUB  
JUNE 30/19 FINANCIAL STATUS**

**ADMINISTRATION ACCOUNT**

June 30/18 balance	\$1639.65
June 30/19 balance	\$1253.13

Admin account pays club expenses including Lions Int. and local dues and insurance costs.

**ACTIVITIES ACCOUNT**

June 30/18 balance	\$2156.09
June 30/19 balance	\$4922.41

Donations to:

Lions Internatioal foundation	\$250.00
Ballenas Secondary – Kennedy Space Center	\$500.00
Camp Shawnigan – special need camp	\$700.00
Nanoose Bay Easter Egg Hunt	\$312.42
Kidney foundation	\$500.00

**GAMING ACCOUNT (MEAT DRAW)**

June 30/18 balance	\$2301.04
June 30/19 balance	\$3572.23

Donations to:

Nanoose Community Services	\$1500.00
Nanoose Bay Ele.	\$1000.00
Oceanside Hospice	\$ 300.00
Inclusion Parksville	\$1000.00
Vancouver Island Crisis Soc.	\$ 500.00
Claytree Enterprises	\$1000.00

**GAMING ACCOUNT (BINGO)**

June 30/18 balance	\$4648.75
June 30/19 balance	\$4637.90

Donations to:

Ballenas Secondary Scholarships``	\$2000.00
Nanoose Place	\$1000.00
Nanoose Community Services	\$1000.00
Nanoose Bay Ele.	\$1500.00
Haven Society (Parksville)	\$2000.00
Nanaimo Hospital Foundation	\$ 500.00
Arrowsmith Search and Rescue	\$1000.00
Errington Riding Association	\$1000.00
Vancouver Island Compassionate Dog Soc.	\$1500.00

**NANOOSE BAY LIONS CLUB**

**2018/19 DONATIONS BUDGET**

Kidney Foundation	\$500.	(Activities act)
Lions Foundation	\$400	(Activities Act./paid)
Easter Seal House	\$200	Activities Act.
ETRA	\$1000	Gaming
Inclusion Parksville	\$1000	Gaming
Nanoose Bay Ele	\$2500	Gaming
Claytree	\$1000	Gaming
Nanaimo Hosp. Foundation	\$500	Gaming
Island Crisis Soc.	\$500	Gaming
Bursaries	\$2000	Gaming (approved)
Elf Program	\$1000	Gaming (\$500 approved and paid)
Nanoose Commun Ser.	\$2000	Gaming (approved/paid)
Nanoose Place	\$1000	Gaming (approved/paid)
Haven Society	\$2000	Gaming
Arrowsmith S &R	\$1000	
Compassion Dog Soc	\$1500	
Advertising	\$450	Activities (paid)
Flag day	\$100	Activities
Total budget	\$18650	