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AUG 30 2019

REGIONAL DISTRICT  
of NANAIMO

## COMMUNITY GRANTS PROGRAM APPLICATION

<b>NAME OF ORGANIZATION</b> Yellow Point Drama Group		<b>GRANT AMOUNT REQUESTED</b> \$13, 069.17
<b>MAILING ADDRESS</b> 1648 Cedar Road Nanaimo, B.C.		
<b>POSTAL CODE</b> V9X 1L4	<b>CONTACT PERSON</b> Brian March	
<b>EMAIL ADDRESS</b> [REDACTED]	<b>TELEPHONE NUMBER</b> [REDACTED]	

<b>PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?</b>	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.**

Yellow Point Drama Group has been in existence since 1952 as a community theatre program that offers opportunities to anyone interested in learning theatre skills and becoming involved with a group dedicated to producing plays that entertain and educate our audiences.

We are a non-profit organization with a general membership and member board that meets once a month. Besides producing 2 main stage shows a year we also organize various fund raising events and teaching workshops throughout the year.

We offer social opportunities for people to participate in, including regular play reading nights to help select future shows and done in a fun, co-operative environment.

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

Our revenue is derived mainly from these sources:

1. Ticket sales to our productions
2. Fund raising events
3. Membership fees

Ticket prices are set to an affordable standard for community theatre with special youth and group discounting.

We also sell advertising in our programs to promote local businesses. Sponsorship is sought for either an individual show or the full season.

Fund raising events include dinner theatre, rummage sales, and short play festivals.

Membership fees are \$10.00 paid once a year.

Workshops are provided on a cost coverage basis but may offer a small profit.

Occasionally we will work in collaboration with another organization to put on a special event. An example of this is our fall 2020 production which comes as a result of a play writing competition run in partnership with the Ladysmith Arts Council. The winning play will be produced then, coinciding with an sale of donated art pieces from which profits will be split between YPDG and LAC.

Grants are sought in accordance with needs that will improve the group's program and are beyond our financial capabilities.

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.

Our group produces our shows in Cedar Community Hall and maintains a club meeting space there. Our black stage curtains which constitute a traveler curtain at the back (2 x 11' by 13') and side leg curtains (8 x 11' by 6') are over 25 years old and showing much wear and tear. More importantly, they are made of non fire retardant material that would not pass today's fire marshal code. We are looking to replace these curtains (along with new tracking for the traveler), with new, fire retardant material that will pass code and ensure the safety of our volunteer members, as well as others using Hall facilities.

A full breakdown of materials and labour costs is provided with this application. Work will be done by Stagefab Custom Manufacturing Inc. based in Burnaby, B.C. Because of the specialty work and materials involved, no island company was qualified to do the work.

5. Provide the project start and end date.

Start Date: January 2020

End Date: February 2020

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

First of all, as mentioned earlier, it provides a safe, working environment for not only our own volunteers, but for the many residents and visitors that use the community hall facilities. Also, because the curtains do not meet current fire code regulations, our program could be shut down at any time by a regulator.

Esthetically speaking, new curtains will provide a clean, professional look over what we have now. This will not only enhance the look of our own performances and others using the stage, but will provide a better opportunity for those trying to design the best visual show possible.

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

Audiences for our two mainstage shows would total anywhere between 500 and 750 for the year. Fundraising events could draw between 100 and 200. We have a core group of about 25 active members with another 50 or so members. Our mailing list reaches hundreds more.

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

By dedicating ourselves to a well maintained, safe environment for our volunteers, it increases the chances of getting more people involved with the group. As well, the better our shows look the more chance we have of increasing our audiences. As for our volunteers, there are many opportunities to be involved in theatre. From acting on stage, to technical design and operation, stage management, costumes, properties, and promotion, there is something for everyone. Attend a workshop and learn a new skill. Or be a board member and help shape the future of the group.

We also make a point of integrating with other service organizations, offering free tickets for them to sell and keep the profits from. The mutual project with the Ladysmith Arts Council has been mentioned, but the Canadian Girls In Training Institute has managed our concessions for years and benefit from the money raised.

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

Included please find the quote from Stagefab for installation of curtains.



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

As indicated earlier, the only fees for activities within our program are ticket sales to shows (\$15-20), membership fees (\$10), workshops (based on cost), and fund raising events (based on cost). Revenues are generated from ticket sales, memberships, fund raising, sponsorships, grants.


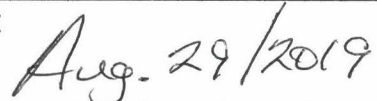
11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

We have not applied for or received any other grant in regards to this project.

**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> 
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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.



## 2019 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **YELLOWPOINT DRAMA GROUP ASSOCIATION**  
Incorporation Number: S0012719  
Business Number: 84962 3285 BC0001  
Filed Date and Time: August 29, 2019 09:05 PM Pacific Time  
Annual General Meeting (AGM) Date: July 23, 2019

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

3181 YELLOW POINT ROAD  
LADYSMITH BC V9G 1C6

**Mailing Address:**

3181 YELLOW POINT ROAD  
LADYSMITH BC V9G 1C6

### DIRECTOR INFORMATION AS OF July 23, 2019

**Last Name, First Name Middle Name:**

DOS SANTOS, ARMANDO

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

FIDDICK, ANNE

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

SCHENKER, KATHLEEN

**Delivery Address:**

[REDACTED]

### CERTIFICATION

I, Kathleen Schenker, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

**Yellow Point Drama Group**  
**Budget Year Ending march 31 2020**

**REVENUE**

**Production Revenue**

Ticket Sales	12,000.00
Advertising Revenue	<u>1,000.00</u>
<b>Total Production Revenue</b>	<u>13,000.00</u>

**Other Income**

Membership Dues	350.00
Rental/Sale of Props & Costumes	100.00
Donations	<u>100.00</u>
<b>Total Other Income</b>	<u>550.00</u>

**TOTAL REVENUE**

13,550.00

**EXPENSE**

**Production Cost**

Advertising and Promotion	1,250.00
Costumes and Makeup	500.00
Hall Rental	2,500.00
Rehersal Expense	100.00
Scripts & Royalties	1,000.00
Sets and Props	1,000.00
Tickets & Programs	<u>500.00</u>
<b>Total Production Cost</b>	<u>6,850.00</u>

**General & Administrative Expenses**

Bank Charges	50.00
Green Room Rental	1,700.00
Insuamce	1,000.00
Festival Expense	0.00
GST Paid - Not Refundable	0.00
Repairs & Maintenance	1,500.00
Research/Scripts	150.00
Supplies	1,200.00
Club Promo	<u>250.00</u>
<b>Total General Expense</b>	<u>5,850.00</u>

**TOTAL EXPENSE**

12,700.00

**NET INCOME**

850.00



**Yellow Point Drama Group**  
**Income Statement 04/01/2018 to 03/31/2019**

**REVENUE**

<b>Production Revenue</b>	
Ticket Sales	11,785.60
Advertising Revenue	986.00
<b>Total Production Revenue</b>	<u>12,771.60</u>

<b>Other Income</b>	
Membership Dues	370.00
Rental/Sale of Props & Costumes	100.00
Donations	45.00
Misc Revenue	1,403.17
<b>Total Other Income</b>	<u>1,918.17</u>

<b>TOTAL REVENUE</b>	<u>14,689.77</u>
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**EXPENSE**

<b>Production Cost</b>	
Advertising and Promotion	1,226.88
Costumes and Makeup	457.58
Hall Rental	2,493.75
Rehearsal Expense	82.52
Scripts & Royalties	502.09
Sets and Props	550.46
Tickets & Programs	480.44
Dinner Costs	1,328.30
<b>Total Production Cost</b>	<u>7,122.02</u>

<b>General &amp; Administrative Expense</b>	
Bank Charges	1.00
Festival Expense	231.79
GST Paid - Not Refundable	1.05
Repairs & Maintenance	1,139.88
Research/Scripts	97.39
Supplies	972.23
Club Promo	143.42
<b>Total General Expense</b>	<u>2,586.76</u>

<b>TOTAL EXPENSE</b>	<u>9,708.78</u>
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<b>NET INCOME</b>	<u>4,980.99</u>
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**Yellow Point Drama Group**  
**Balance Sheet As at 03/31/2019**

**ASSET**

**Current Assets**

ISCU Operating Account	16,577.78	
Total Cash		16,577.78
Prepaid Expense		740.11
GST Refundable		541.83

**Total Current Assets** 17,859.72

**Capital Assets**

Furniture & Fixtures	397.91	
Lighting and Sound Equipment	41,618.22	
Leg Curtians	1,434.31	

**Total Capital Assets** 43,450.44

**TOTAL ASSET** 61,310.16

**LIABILITY**

**Fund Liabilities**

Julbie Endowment Fund	1,789.24	
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**Total Long Term liabilities** 1,789.24

**TOTAL LIABILITY** 1,789.24

**EQUITY**

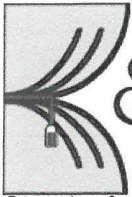
**Members Equity**

Members Equity - Opeing Balance	54,539.93	
Current Earnings	4,980.99	

**Total Members Equity** 59,520.92

**TOTAL EQUITY** 59,520.92

**LIABILITIES AND EQUITY** 61,310.16



# STAGEFAB

CUSTOM MANUFACTURING INC.

Quote # 08-15-2019 bk2

Project: DTI

Date: August 15th, 2019

Version #: 1

Quotation for:

Cedar Community Hall  
2388 Cedar Road  
Nanaimo, BC, V9X 1K3  
Attention: Vonda Croissant  
Tel: 250 619 1991  
Email: cedarcommunityhall@gmail.com

Please see any attached descriptive literature for further details

Qty	c/w	Unit	Manufacturer	Part #	Description	Each	Extension	Total
<b>Traveler Drape</b>								
1		LOT			Traveler Drape c/w			
	2	EA			11' 2" High by 13' 0" Wide			
			Fabric		16oz Ovation - IFR			
			Colour		Black			
			Fullness		50% Fullness			
			Top		1" turnunder sewn to 3" black poly webbing with #4 black anodized grommets with 2 1/4" Snap Links installed on approx. 12" centres. An extra grommet at each end for the master carrier.			
			Sides		2" turnback with 1" turnunder c/w sewn in Tie Backs to be on Off Stage Side			
			Bottom		5" hem with 1" turnunder with internal PD Cloth pocket with #8 jack chain secured to ends with 3/4" twill tape and the ends are sewn shut.			

## Fabric Selections

### Inherently Flame Retardant Fabric

Will not wash out if wetted in any way

**Stagefab is recommending this type of fabric because of the longevity of its flame retardancy.**

These fabrics have been tested with CAN/ULC S-109 Standards to meet the National and BC Fire Codes.

Support documentation provided when purchased.

Commando Cloth - 16oz - 100% Polyester - IFR

Unit Net price \$ 889.00 \$ 1,778.00 \$ 1,778.00

## Standard Duty 100 (11 Gauge) Series - Straight Track - Black

1		LOT			Track System c/w			
	2	EA			Track, Channel Aluminum 20' - Blk			
	1	PR			End Stop / Cord Support - Blk			
	1	PR			Carrier, Master - Blk			
	28	EA			Carrier, Single - Blk			
	1	EA			Pulley, End - Single 2 1/2" - Blk			
	1	EA			Pulley, End - Double 2 1/2" - Blk			
	1	EA			Floor Block, Adjustable, 4" - 3/8" Groove - Blk			
	80	FT			Operating Line - #8 (1/4" 6mm)			
					c/w Polyester Core - Blk			
	7	EA			L Bracket, 6" - 3/8" Slot - Blk			
	1	LOT			Hardware to attach L Brackets to Wall			
Total Track Cost							<u>\$ 1,282.90</u>	\$ 1,282.90

201 - 7475 Hedley Avenue, Burnaby BC, V5E 2R1

Tel: 604-432-1051

Fax: 604-432-1054

Toll free: 1-866-432-1051

www.stagefab.com

**Your Industry Expert in Stage Drapery**

Qty	c/w	Unit	Manufacturer	Part #	Description	Each	Extension	Total
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## Legs

1	LOT				Legs c/w			
8	EA				11' 8" High by 6' 0" Wide			
				Fabric	16oz Ovation - IFR			
				Colour	Black			
				Fullness	50% Fullness			
				Top	1" turnunder sewn to 3" black poly webbing with #4 black anodized grommets with 30" cotton twill tape ties installed on approx. 12" centres. An extra grommet at each end for better tensioning.			
				Sides	2" turnback with 1" turnunder			
				Bottom	5" hem with 1" turnunder with internal PD Cloth pocket with #8 jack chain secured to ends with 3/4" twill tape and the ends are sewn shut.			

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These fabrics have been tested with CAN/ULC S-109 Standards to meet the National and BC Fire Codes.

Support documentation provided when purchased.

Commando Cloth - 16oz - 100% Polyester - IFR				
Unit Net price \$	375.00	\$ 3,000.00	\$	3,000.00

## Installation

1	LOT			Installation of above quoted				
				Track and Hardware c/w		\$ 2,824.00		
				Total Installation of Track and Hardware		\$ 2,824.00	\$	2,824.00
				PST not applicable				
1	LOT			Installation of above quoted				
				Drapes c/w		\$ 2,784.00		
				Total Installation of Drapes		\$ 2,784.00	\$	2,784.00
				PST applicable				

**\* Parking will need to be coordinated for Stagefab panel van \***

**\* Stagefab must have clear access to installation area during work hours \***

**\* Client/Building Management approval required for drilling into Wall \***

**\* Track & Drape to be installed on separate days \***

**\* Quote based on Venue providing a Ladders for track & drape installation \***

**\* Black fabric available and in stock \***

**\* FR Certificate will be provided after drape install is complete and sizes are confirmed \***

**Thank-you for this opportunity to quote and we look forward to serving you in the future.**

Notes and exceptions:

Prices quoted are based on the above bill of materials only and are valid for 30 days.

Prices quoted are FOB Stagefab - Burnaby, BC.

For further information regarding this quotation

Contact: Bharat Kanbi  
Sales Representative  
Stagefab Custom Manufacturing Inc.  
Tel: 604-432-1051 Toll Free: 1-866-432-1051  
Fax: 604-432-1054  
Email: [bharat@stagefab.com](mailto:bharat@stagefab.com)

Package Total	\$ 11,668.90
Freight	INCL
Subtotal	\$ 11,668.90
PST @ 7% (if applicable)	\$ 816.82
GST @ 5%	\$ 583.45
Total	\$ 13,069.17

In addition to the above mention items Stagefab Custom Manufacturing will be pleased to assist you with any of your other Drapery, Fabric or Rigging needs. We look forward to hearing from you .

201 - 7475 Hedley Avenue, Burnaby BC, V5E 2R1  
Tel: 604-432-1051 Fax: 604-432-1054  
Toll free: 1-866-432-1051 [www.stagefab.com](http://www.stagefab.com)

**Your Industry Expert in Stage Drapery**