

**ELECTORAL AREA A RECREATION AND CULTURE
GRANT PROGRAM
APPLICATION FORM**



Date of Application: (m/d/y) 02 / 16 / 2023

A. ORGANIZATION INFORMATION

1. Name of Organization: Cedar Farmers Market Agricultural Society
Contact Name: Kate Poirier
Position: Executive Director
Phone Number(s): [REDACTED] Alternate: _____
Mailing Address: [REDACTED]
Nanaimo, BC
Postal Code: [REDACTED] Fax Number: _____
2. How long has the organization been established? 27 year (s)
3. Is the organization non-profit? If "No" please explain rationale for applying.
Yes No

B. PROGRAM / EVENT / PROJECT INFORMATION

Please ensure that you fill out the information completely to ensure your application is considered - if more space is needed please attach a separate sheet of information.

1. Check **only one** of the following categories in **a), b) or c)**:
- | | | | | | | |
|---|---------|-------------------------------------|-------|--------------------------|---------|--------------------------|
| a) New: | Program | <input checked="" type="checkbox"/> | Event | <input type="checkbox"/> | Project | <input type="checkbox"/> |
| b) Expansion/Enhancement of Existing: | Program | <input type="checkbox"/> | Event | <input type="checkbox"/> | Project | <input type="checkbox"/> |
| c) Ongoing annual (have applied previously for the same): | Program | <input type="checkbox"/> | Event | <input type="checkbox"/> | Project | <input type="checkbox"/> |
2. Please check one of the following that best describes the program, event or project:
Recreation Sports Culture Fine Arts Performing Arts
3. Name of the Program/Event/Project: Kid's Kits
4. Location: Cedar - Woodbank School
5. Date(s): Sundays May through October
6. Time(s): 10 am - 2 pm
7. Ages of targeted participants / audience: 2 - 14 years old
8. Approximate number of participants / audiences to be served:
50 + per event

9. Please check applicable area(s) of Electoral Area 'A' being served:

Cassidy:

Cedar:

South Wellington:

Yellow Point:

10. Total amount requested: \$ 400 (budget details to be completed in Section C)

Additional Information:

Purpose / Goals and Objectives of Program / Event / Project: To stimulate the creative arts for our youth. The "Kid's Kits" will be a kid's arts tent at the market.

The initial kits being developed with this funding will be the "Free Play" and "Rock Painting" kits. These two activities are targeted to all ages of youth and also require the most minimal staff/volunteer resources.

Brief Background Information of Organization and Services: We provide a space for Farmers and other businesses to sell their homegrown products.

We also provide free entertainment and serve as a central meeting place for our community. We care deeply about accessibility and working with our local community.

Describe how you will evaluate the success of the program / event / project: We will evaluate parent and children's feedback as well as reviewing feedback from staff regarding ease of use and project execution.

We will count supply use and participation.

Describe how you plan to market / promote the program / event / project: We already have a tent and space available at our entrance in full view. We will also market on social media and we have created initial graphics to support our efforts.

Provide a summary of the program / event / project including benefits to participants and the community, community support through volunteers and/or community partners:

We have part-time children's activities at the market thanks to volunteers from: RDN Area A Parks & Rec, Island Savings, and others.

Many days we have nothing for kids and families.

We would like to create our own "Kid's Kits". Ready to go art projects that are set up under a dedicated kid's tent every single week.

The initial kits are designed to withstand our greatest challenges: staffing and volunteer shortages, easy cleanup & set-up, and be majority free child-led play.

□ Please provide any other relevant information: _____
I will attach the "Kid's Kits - Planning Spreadsheet " Spreadsheet as well as a
visual overview document. The supply funding we are seeking is for kits 1 & 2 and the
RDN funding items are in blue on the spreadsheet.

C. FINANCIAL INFORMATION

1. Specify, in general, what the funds will be used for: Art Supplies.

2. Copy of a specific program / event / project budget included? Yes No

Give reason if no: _____

3. Copy of organization's financial statement included? Yes No

Give reason if no: (2021 will be included. 2022 is not yet approved.)

4. What other efforts is the organization undertaking to obtain other funding for this program / event / project?

Onsite Fundraising

5. Have any requests for other funding been granted? Yes No

Granted by: _____

Please outline on the following page the projected budget information including:

- all revenues associated with the project (fees, other grants, donations, etc.)
- all expenses associated with the project
- all revenues / costs for the project should be completed under the applicable column "Projected".
- in addition, please add any in-kind services and estimated value that are being donated

Please ensure that you fill out the information completely to ensure your application is considered. Some of the following budget line items may or may not apply to your program / event / project - only complete what is applicable.

You may wish to submit your own budget information on a separate form and attach to the application, if desired or if a budget has already been completed.

PROGRAM / EVENT / PROJECT FINANCIAL / BUDGET INFORMATION:

| EXPENSES | YEAR 20__ |
|--|--|
| | Projected (To be completed for application) |
| Supplies / Equipment: | |
| Facility / Venue Rental | |
| Permits | |
| Insurance | 50 |
| Advertising Costs (marketing / publicity) | 10 |
| Vehicle Rentals | |
| Administrative Costs (please specify, i.e. photocopying, fax, mail, etc) | |
| _____ | |
| _____ | |
| _____ | |
| Equipment Rentals (Please specify, ie. tents, stage, lights, sound, etc) | |
| Tent | 0 |
| Chairs | 0 |
| Tables | 0 |
| _____ | |
| Materials / Supplies (Please specify the type of materials / supplies) | |
| Rocks, Sticks | 0 |
| Craft Supplies | 350 |
| Storage Bins | 50 |
| _____ | |
| Additional On-Site Costs (Please specify) | |
| Staff Assistance | 200 |
| _____ | |
| _____ | |
| Fundraising Expenses (please specify) | |
| _____ | |
| _____ | |
| _____ | |
| Other (please specify) | |
| _____ | |
| _____ | |
| _____ | |
| Total Expenses = Line A | \$660 |

Kid's Kits Overview



Seeking funding for start-up supplies for Kits #1 & #2 = \$400

We have the infrastructure, staff, and natural materials as well as in-house design and advertising resources.

Kit #3 and beyond will require onsite fundraising and an expansion of volunteer resources.

2024 and Beyond:

Long-term stability would benefit from a dedicated student position through the Canada Summer Jobs wage subsidy program and joining the Power of Produce (POP) Club through the (US-based) Farmers Market Coalition (FMC). Funding for the 2024 FMC membership and POP supplies would be fundraised through 2023 onsite donations.

| Activity | Supplies | Human Resources | Age | Funding Source | Cost Estimate | (Packs * Quantity) | Supplier | Brand |
|--------------------------------------|-------------------------------|---|----------|----------------------------|------------------|--------------------|------------------|-------------|
| | | | | Objective | Feb. 2023 | | | |
| Kit #1: Free Play | Activity Bins | | | RDN Grant | \$25.00 | (4 x bins) | Dollarama | |
| Activity #1: | Washable Markers | Child Led | All Ages | RDN Grant | \$90.00 | (1 * 256) | Amazon Prime | Crayola |
| Table Murals | Easel Paper Rolls | Child Led | All Ages | RDN Grant | \$30.00 | (2 * 39') | Amazon Prime | Lemengtree |
| | Colouring Books/Pages | Child Led | All Ages | RDN Grant | \$50.00 | | | |
| Activity #2: | Blank Bookmarks | Child Led | All Ages | RDN Grant | \$50.00 | (2 * 120) | Amazon Prime | Auch |
| Bookmarks | Stickers | Child Led / Parental Guidance / Volunteer | All ages | RDN Grant | \$13.00 | (1300) | Amazon Prime | Sinceroduct |
| Activity #3: | Construction Paper | Child Led / Parental Guidance / Volunteer | All ages | RDN Grant | \$25.00 | (2 * 400 Sheets) | Amazon Prime | Crayola |
| Paper Crowns/Hats | Washi & Other Tape | Child Led / Parental Guidance / Volunteer | All ages | RDN Grant | \$30.00 | | Amazon Prime | |
| | Pipcleaners | Child Led | All Ages | RDN Grant | \$15.00 | | Amazon/Dollarama | |
| | Thick thread beads | Child Led | All Ages | RDN Grant | \$14.00 | | Amazon/Dollarama | |
| | Feathers | Child Led | All Ages | RDN Grant | \$10.00 | | Amazon/Dollarama | |
| | Fabric Scraps | Child Led | All Ages | - | - | | | |
| | Leaves/Flowers | Child Led | All Ages | - | - | | | |
| | Ribbon | Child Led | All Ages | Donation Funding | | | | |
| Kit #2: Rock Painting | | | | | | | | |
| Activity #1: | Rocks, rock prep | Volunteer | | Kate/Community | | | | |
| Rock Painting | Acrylic Paint Markers | Child Led / Parental Guidance / Volunteer | All ages | RDN Grant | \$48.00 | (4 x 12) | Amazon Prime | GColour |
| | Optional: Spray Sealer | Volunteer | Adult | Donation Funding | | | | |
| Kit #3: Bubble Wands | | | | | | | | |
| Activity #1 | Stick Collection | Volunteer | | Kate/Community | | | | |
| Magic Wands | Coloured Tape | Child Led / Parental Guidance / Volunteer | | Donation Funding | | | | |
| | Pipcleaner | Child Led | All Ages | - | | | | |
| | Thick thread beads | Child Led | All Ages | - | | | | |
| | Feathers | Child Led | All Ages | - | | | | |
| | Fabric Scraps | Child Led | All Ages | - | | | | |
| | Leaves/Flowers | Child Led | All Ages | - | | | | |
| | Ribbon | Child Led | All Ages | - | | | | |
| | Coloured Wire | Child Led / Parental Guidance / Volunteer | | Donation Funding | | | | |
| Activity #2: | Cotton Cord | Volunteer | | Donation Funding | | | | |
| Bubble Rope | Eyelet screws & Metal Washers | Volunteer | | Donation Funding | | | | |
| Activity #3: | Premade Bubble Mix | Child Led | All Ages | Donation Funding | | | | |
| Premade Bubble Mix | | | | | | | | |
| -and/or- | Dish Soap | Volunteer | All Ages | Donation Funding | | | | |
| Super Strength Bubble Mixture | Water | Volunteer | | Donation Funding | | | | |
| | Glycerin | Volunteer | | Donation Funding | | | | |
| | | | | RDN Funding Request | \$400.00 | | | |

CFM 2021 Budget and Actuals

Assets

| | | | 2021 Budget | | Actuals |
|-----------------------|--------------------------------------|-----|----------------|-----|----------------|
| Assets: | | | Sum: | | Sum: |
| ▼ Assets | | | \$43560 | | \$55247 |
| | Membership dues | 120 | \$2,400 | 144 | \$2,880.00 |
| | Packages (Full) | 65 | \$34,710 | 80 | \$39,158.00 |
| | Packages (Biweekly | 4 | \$1,950 | 5 | \$608.00 |
| | Drop ins | 100 | \$2,500 | 185 | \$4,624.00 |
| | Vendor Power | | \$50 | | \$660.00 |
| | 50/50 | | \$1,600 | | \$1,703.00 |
| | Other Current Assets | | | | |
| | Late Fees | | \$350 | | \$411.00 |
| | Other Current Assets - spring Market | | | | \$2,125.00 |
| | Coupon Program | | | | \$475.00 |
| | Christmas Market | | | | \$2,402.50 |
| | Cash Float | | | | \$200.00 |
| | | | | | |
| ▼ Fixed Assets | | | \$5000 | | \$0 |
| | Container | | \$5,000 | | |

| | | | 2021 Budget | | Actuals |
|--|--------------------------|--|-----------------|----------|-------------------|
| | | | | | |
| | Total Assets | | \$48560 | 0 | \$55246.50 |
| | 2021 bank balance | | 16993.78 | | |

Liabilities

| | | | 2021 | | Year End Actuals |
|---|----------------------------|--|-------------------|-------------|-------------------|
| ▼ | Current Liabilities | | \$21850.00 | | \$23350.03 |
| | Yard Maintenance | | \$5,500.00 | | \$4,620.00 |
| | Insurance | | \$650.00 | | \$650.00 |
| | BCAFM | | \$300.00 | | \$300.00 |
| | Office Supplies | | \$300.00 | | \$388.40 |
| | Telephone | | \$500.00 | | \$596.84 |
| | Hydro | | \$400.00 | | \$230.10 |
| | Post Office Box | | \$200.00 | | \$182.65 |
| | Square Fees | | \$300.00 | | \$0.59 |
| | Garbage Bin | | \$1,000.00 | | \$380.65 |
| | Portalo Rental | | \$3,000.00 | | \$3,903.33 |
| | Rent for meetings | | \$100.00 | | \$0.00 |
| | Safety Fund | | \$500.00 | | \$352.33 |
| | Field Supplies | | \$1,000.00 | | \$3,052.88 |
| | Halloween Costume Contest | | | | \$200.00 |
| | Socan | | | | |
| | Misc | | | Electrician | \$340.98 |

| | | | 2021 | | Year End Actuals |
|---|--|--|-------------------|--|-------------------|
| | Hand Sanitizer and Masks | | \$200.00 | | \$510.47 |
| | Website | | \$500.00 | | \$179.88 |
| | Signage | | \$1,000.00 | | \$971.84 |
| | Music | | \$3,000.00 | | \$2,376.00 |
| | Advertising | | \$2,800.00 | | \$3,627.34 |
| | Market Promotions/Spring Market startup/Christmas Market | | \$100.00 | | \$100.00 |
| | Contingency | | | | |
| | Special Projects | | \$500.00 | | \$385.75 |
| | | | | | |
| ▼ | Payroll | | \$30500.00 | | \$28604.80 |
| | Market Manager | | \$18,000.00 | | \$18,030.30 |
| | Assistant Manager | | \$6,000.00 | | \$3,318.50 |
| | Parking Attendant | | \$4,000.00 | | \$4,007.00 |
| | Parking Attendant | | \$2,000.00 | | \$2,749.00 |
| | Market Setup and Close | | | | |
| | Work Safe | | \$500.00 | | \$500.00 |
| | | | | | |
| | Total Liabilities | | \$52350.00 | | \$51954.83 |
| | Assets - Liabilities Balance | | | | \$3291.67 |
| | 2020 Bank Balance | | | | \$16993.78 |
| | 2020 + 2021 Budget Balance | | | | \$20285.45 |
| | Total In Bank | | | | \$20273.58 |

Income Statement

CFM 2020

| Fiscal Year End 12/31 (in Thousands) | 2021 |
|--------------------------------------|-------------------|
| Revenues | \$55246.50 |
| | |
| Gross Profit | \$55246.50 |

| | 2021 |
|-------------------------|------------------|
| Total Liabilities | \$51954.83 |
| | |
| | |
| Operating Profit | \$3291.67 |

| | 2021 |
|----------------------------|--------------------|
| Interest Expense | |
| Bank Balance 2020 | \$16,993.78 |
| Other Expenses or Losses | |
| Year End 2020 Total | \$20,285.45 |

| | 2021 |
|------------------|--------------------|
| | |
| Net Total | \$20,285.45 |

| | 2021 |
|--|------|
| | |
| | |
| | |