

**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:**

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

<b>REVENUES</b>	<b>YEAR 20__</b>
	<b>Projected (To be completed for application)</b>
<b>Earned Revenue:</b>	
Registration / Course Fees	
Admission / Ticket Sales	
Advertising Income	
Rentals	
Other (please specify): <u>Proceeds from Merchandise Sales</u>	60
_____	
_____	
<b>B. Total Earned Revenue:</b>	
<b>Fundraising Revenue:</b>	
Donations – Charitable (Churches, Service Clubs, Societies, etc)	
Donations – Corporate (Businesses, Private Organizations)	
Cash Sponsorships	
Fundraising Events	200
Other (please specify): _____	
_____	
<b>C. Total Fundraising Revenue:</b>	
<b>Other Government Revenue:</b>	
Municipal Grants	
Provincial Grants	
Federal Grants	
Other (please specify): _____	
_____	
<b>D. Total Government Grants:</b>	0
<b>Total Revenues (Lines B + C + D) = Line E</b>	<b>\$260</b>
<b>Line E – Line A (Revenues – Expenses) = total amount of Regional District Grant in Aid funding requested to cover shortfall</b>	<b>\$-400</b>

**Please Note:** If you are receiving any in-kind services for the program / event / project, please outline the type of service, the source donor, and estimated value:

<u>Type / Source</u>	<u>Estimated Value</u>
<u>Graphic Design, Poster, Materials (Rocks, sticks), Art project prep and sample supplied by Kate Poirier</u>	<u>\$ 250</u>
<u>Tent, table, chairs provided in-house</u>	<u>\$ 0</u>
<u>_____</u>	<u>\$ _____</u>

## 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			
<b>Kit #1: Free Play</b>	<b>Activity Bins</b>			RDN Grant	\$25.00	(4 x bins)	Dollarama	
<b>Activity #1:</b>	Washable Markers	Child Led	All Ages	RDN Grant	\$90.00	(1 * 256)	Amazon Prime	Crayola
<b>Table Murals</b>	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			
<b>Activity #2:</b>	Blank Bookmarks	Child Led	All Ages	RDN Grant	\$50.00	(2 * 120)	Amazon Prime	Auch
<b>Bookmarks</b>	Stickers	Child Led / Parental Guidance / Volunteer	All ages	RDN Grant	\$13.00	(1300)	Amazon Prime	Sinceroduct
<b>Activity #3:</b>	Construction Paper	Child Led / Parental Guidance / Volunteer	All ages	RDN Grant	\$25.00	(2 * 400 Sheets)	Amazon Prime	Crayola
<b>Paper Crowns/Hats</b>	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				
<b>Kit #2: Rock Painting</b>								
<b>Activity #1:</b>	Rocks, rock prep	Volunteer		Kate/Community				
<b>Rock Painting</b>	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				
<b>Kit #3: Bubble Wands</b>								
<b>Activity #1</b>	Stick Collection	Volunteer		Kate/Community				
<b>Magic Wands</b>	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				
<b>Activity #2:</b>	Cotton Cord	Volunteer		Donation Funding				
<b>Bubble Rope</b>	Eyelet screws & Metal Washers	Volunteer		Donation Funding				
<b>Activity #3:</b>	Premade Bubble Mix	Child Led	All Ages	Donation Funding				
<b>Premade Bubble Mix</b>								
<b>-and/or-</b>	Dish Soap	Volunteer	All Ages	Donation Funding				
<b>Super Strength Bubble Mixture</b>	Water	Volunteer		Donation Funding				
	Glycerin	Volunteer		Donation Funding				
				<b>RDN Funding Request</b>	<b>\$400.00</b>			

# CFM 2021 Budget and Actuals

## Assets

			2021 Budget		Actuals
<b>Assets:</b>			<b>Sum:</b>		<b>Sum:</b>
▼ <b>Assets</b>			<b>\$43560</b>		<b>\$55247</b>
	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
▼ <b>Fixed Assets</b>			<b>\$5000</b>		<b>\$0</b>
	Container		\$5,000		



			2021 Budget		Actuals
	<b>Total Assets</b>		<b>\$48560</b>	<b>0</b>	<b>\$55246.50</b>
	<b>2021 bank balance</b>		<b>16993.78</b>		

Liabilities

			2021		Year End Actuals
▼	<b>Current Liabilities</b>		<b>\$21850.00</b>		<b>\$23350.03</b>
	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
	Portaloo 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
▼	<b>Payroll</b>		<b>\$30500.00</b>		<b>\$28604.80</b>
	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
	<b>Total Liabilities</b>		<b>\$52350.00</b>		<b>\$51954.83</b>
	<b>Assets - Liabilities Balance</b>				<b>\$3291.67</b>
	<b>2020 Bank Balance</b>				<b>\$16993.78</b>
	<b>2020 + 2021 Budget Balance</b>				<b>\$20285.45</b>
	<b>Total In Bank</b>				<b>\$20273.58</b>

# Income Statement

CFM 2020

<b>Fiscal Year End 12/31 (in Thousands)</b>	<b>2021</b>
Revenues	\$55246.50
<b>Gross Profit</b>	<b>\$55246.50</b>

	<b>2021</b>
Total Liabilities	\$51954.83
<b>Operating Profit</b>	<b>\$3291.67</b>

	<b>2021</b>
Interest Expense	
Bank Balance 2020	\$16,993.78
Other Expenses or Losses	
<b>Year End 2020 Total</b>	<b>\$20,285.45</b>

	2021
<b>Net Total</b>	<b>\$20,285.45</b>

	2021