

ELECTORAL AREA A RECREATION AND CULTURE
GRANT-IN-AID PROGRAM



APPLICATION FORM

Date of Application: (m/d/y) 02 / 21 / 23

A. ORGANIZATION INFORMATION

1. Name of Organization: Cedar Community Hall Association
Contact Name: Bobbi Jean Goldy
Position: Board member
Phone Number(s): [REDACTED] Alternate: [REDACTED]
Mailing Address: [REDACTED]
Postal Code: [REDACTED] Fax Number: _____
2. How long has the organization been established? 100 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 ___ Event ___ Project ___
b) Expansion/Enhancement of Existing: Program ___ Event ___ Project ___
c) Ongoing annual (*have applied previously for the same*): Program ___ Event ___ Project ___
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: Cedar Community Hall Centennial
4. Location: Cedar Community Hall
5. Date(s): August 19th Heritage Day, May 19 & Sept 22 Family Movie, Oct 14 Fall
6. Time(s): Aug 19th 10 am - 4PM, May 19 & Sept 22 6 PM, Oct 14 6PM.
7. Ages of targeted participants / audience: All ages
8. Approximate number of participants / audience to be served: 200-400 people

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

Cassidy: X Cedar: X South Wellington: X Yellow Point: X

10. Total amount requested: \$ 3000.00 (budget details to be completed in Section C)

Additional Information:

Purpose / Goals and Objectives of Program / Event / Project: The Cedar Community Hall held a highly successful Centennial event marking 100 years of community gatherings at the community hall. This event has resulted creating group of volunteers, the Cedar Community Hall Outreach and Enagement Committee (TOR attached). This group is dedicated to creating events for Cedar and area families to celebrate history and culture.

Brief Background Information of Organization and Services: Cedar Community Hall was built in 1922. It has been recently refurbished and is used on a regular basis by groups such as Brownies, Lions, Womens' Institute, YP Drama, YP Singers, fiddle classes, Tai Chi, children's soccer. It is also used for meetings, emergency reception, memorials.

Describe how you will evaluate the success of the program / event / project: While community spirit is not measurable, we know that the over 150 volunteers and participants made last years Centennial event a huge measurable success. The legacy of this event is a formalized group of individuals committed to creating community events at the Cedar Hall.

Describe how you plan to market / promote the program / event / project: Take 5 articles and ads; posters; Facebook; hall website

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

Cedar Heritage Day Aug 19th will this year have a "home grown" food theme featuring local farms, heritage children's activities including petting farm, antique cars and farm equipment; music by local artists and groups; indigenous cultural activities; and hamburgers and hot dogs by donation.

Family Movie Nights will be held on Friday evenings in May and Sept. Admission by donation and free popcorn.

Cedar Fall Community Dinner on Oct 14th- building on the success of 2 previous events the dinner is focused on providing local food and an evening on community connection

Please provide any other relevant information: _____
Community partners include: Island Savings and Cedar Lions. The Cedar Community Hall Outreach and Engagement Committee has been working with other community organizations to work together to build community and create new opportunities.

C. FINANCIAL INFORMATION

1. Specify, in general, what the funds will be used for: Funds will be leveraged by sponsors and ticket sales. Primary funds will be used for film licencing fees for movie nights, publicity and insurance costs, and honorariums for community groups.

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: _____

4. What other efforts is the organization undertaking to obtain other funding for this program / event / project?
Sponsorship committments will be persued from community organizations including the Cedar Lions Club and the Cedar Branch of Island Savings Credit Union

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

Granted by: The Cedar Community Hall has set aside funds for community events in the amount of \$2500

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	1500
Permits	1700
Insurance	850
Advertising Costs (marketing / publicity)	1150
Vehicle Rentals	
Administrative Costs (please specify, i.e. photocopying, fax, mail, etc)	
<u>Poster Printing</u>	225
<u>Heritage tour brochure</u>	225

Equipment Rentals (Please specify, ie. tents, stage, lights, sound, etc)	
<u>Tents</u>	750
<u>Music stage & sound</u>	400
<u>Projectors</u>	200

Materials / Supplies (Please specify the type of materials / supplies)	
<u>Childrens Activity Supplies</u>	500
<u>Childrens Games/ Balloons</u>	250
<u>Decor</u>	200

Additional On-Site Costs (Please specify)	
<u>Heritage Day Displays</u>	750
<u>Movie Night Games/Crafts</u>	250
<u>Dinner Triple T rentals</u>	750
<u>Music / Entertainment</u>	1750

Fundraising Expenses (please specify)	

Other (please specify)	
<u>Movie Night Snack Bar</u>	300
<u>Fall Community Dinner Food</u>	4250
<u>Heritage Day Food</u>	2000

Total Expenses = Line A	\$18000

REVENUES	YEAR 20__
	Projected (To be completed for application)
Earned Revenue:	
Registration / Course Fees	
Admission / Ticket Sales	7500
Advertising Income	
Rentals	
Other (please specify): <u>Auction Items by Donation</u>	
B. Total Earned Revenue:	7500
Fundraising Revenue:	
Donations – Charitable (Churches, Service Clubs, Societies, etc)	1000
Donations – Corporate (Businesses, Private Organizations)	3000
Cash Sponsorships	
Fundraising Events	
Other (please specify): <u>Cedar Community Hall Association</u>	2500
<u>Auction Items by Donation</u>	1000
C. Total Fundraising Revenue:	4500
Other Government Revenue:	
Municipal Grants	
Provincial Grants	
Federal Grants	
Other (please specify): _____	
D. Total Government Grants:	
Total Revenues (Lines B + C + D) = Line E	\$15000
Line E – Line A (Revenues – Expenses) = total amount of Regional District Grant in Aid funding requested to cover shortfall	\$3000

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>
Brochure, advertising and poster design _____	\$ 500 _____
Hall Rental _____	\$ 1500 _____
Market tents loaned _____	\$ 500 _____

Cedar Community Hall Association
Profit & Loss
 April 2022 through January 2023

	Apr '22 - Jan 23
Income	
Community dinner 2022	7,810.00
Centennial celebration	7,143.91
Donations	755.00
Interest	11.82
Memberships	175.00
Miscellaneous Income	361.00
Rentals	36,070.25
Total Income	52,326.98
Expense	
Community supper 2022	6,410.66
Centennial	7,143.91
Hall security	429.50
Advertising	1,494.00
Bank charges	49.73
Utilities	5,930.08
GST/HST Expenses	1,401.67
Insurance	295.00
Contract expenses	4,044.21
Miscellaneous	455.78
Office Supplies	295.30
Parking lot	1,050.00
Postage & courier	2.04
Professional Fees	955.52
PST Expenses	975.67
Upgrades & maintenance	7,207.25
Supplies	1,847.41
Telephone	991.84
Total Expense	40,979.57
Net Income	11,347.41

Cedar Community Hall Association
Balance Sheet
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Chequing/Savings	
Island Savings CU account	33,550.80
Island Savings GIC	40,220.00
Gaming Commission grant	0.00
Total Chequing/Savings	73,770.80
Total Current Assets	73,770.80
Fixed Assets	
Machinery & equipment	4,407.84
Total Fixed Assets	4,407.84
Other Assets	
Land & buildings	146,000.00
Total Other Assets	146,000.00
TOTAL ASSETS	224,178.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RRRF Subsidy	40,000.00
CRA tax	-170.18
Total Other Current Liabilities	39,829.82
Total Current Liabilities	39,829.82
Long Term Liabilities	
Deferred revenue	5,693.94
Total Long Term Liabilities	5,693.94
Total Liabilities	45,523.76
Equity	
Prior years adjustment	4,790.40
Opening Bal Equity	156,597.23
Retained Earnings	5,919.84
Net Income	11,347.41
Total Equity	178,654.88
TOTAL LIABILITIES & EQUITY	224,178.64

**Cedar Community Hall Association
Committee Terms of Reference
Outreach and Engagement Committee**

Purpose/Objective:

- 1) Connect the Hall with Cedar and area families and residents through accessible, inclusive and diverse activities held at the Hall or sponsored by the Hall.
- 2) Represent the heritage of the hall by celebrating agriculture, recreation, and arts and culture through organized activities held at the Hall or sponsored by the Hall.
- 3) Build meaningful, ongoing relationships with area residents through activities held at the Hall.
- 4) Grow a local volunteer network by encouraging and supporting volunteerism by area residents to benefit the hall and the community at large through organized activities.
- 5) Liaise/partner with other area groups and businesses in the delivery of community programming.
- 6) Advance the mission of the Hall and its unique role in the community.

Membership:

Chair who is a CCHA board member and 5-8 additional members of CCHA in good standing. In order to engage more volunteers at a committee level, membership will ideally be comprised of newer CCHA members. Reporting to the CCHA board will be done by the chair at regular CCHA board meetings.

Meetings:

Meetings will be held up to 4 times a year or more often as required. Minutes of meetings will be kept by a member of the committee. Decision making will be by simple majority of members in attendance.

Date Formed: February 7, 2023

Term: Standing (ongoing)

Budget:

Seed funding of \$2500 accumulated from the 100th birthday year activities are available to fund ongoing activities and events. Grants and sponsorships will be sought where appropriate and available.

Activities:

Possible activities that may be organized for 2023-2024 are:

- 1) Family / Children's Film Night (Mar/Apr)
- 2) Earth Day (April 22) Neighbourhood Clean-Up
- 3) Pancake Breakfast (Sun, April 30)
- 4) Spring Market

- 5) Heritage Day (Aug 18 or 19)
- 6) Christmas Support for Cedar Families (Tracey Hoff)