

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

APPLICATION FORM



Date of Application: (m/d/y) 02 / 20 / 18

A. ORGANIZATION INFORMATION

1. Name of Organization: Cedar Community Association
Contact Name: Ted Girard
Position: Secretary
Phone Number(s): [redacted] Alternate: [redacted]
Mailing Address: [redacted]
Postal Code: [redacted] Fax Number: [redacted]

2. How long has the organization been established? 90 year (s)

3. Is the organization non-profit? If "No" please explain rationale for applying.

Yes [checked] 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 [checked]
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 [checked] Sports [ ] Culture [checked] Fine Arts [checked] Performing Arts [checked]

3. Name of the Program/Event/Project: Purchase of Computer Projector and Screen

4. Location: Cedar Community Hall, 2388 Cedar Road, Nanaimo, B.C.

5. Date(s): Upon receipt of funding

6. Time(s):

7. Ages of targeted participants / audience: All ages--from Brownies and Sparks on

8. Approximate number of participants / audience to be served: Most users of hall

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

Cassidy: [checked] Cedar: [checked] South Wellington: [checked] Yellow Point: [checked]

10. Total amount requested: \$ 3,160.51 (budget details to be completed in Section C)

**C. FINANCIAL INFORMATION**

1. Specify, in general, what the funds will be used for: Funds will be used to purchase a projector, motorized screen, and connecting cables.

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?  
In-kind donation to install screen and projector, plus lockable "kiosk" with controls for screen and projector.

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.*

**Additional Information:**

Purpose / Goals and Objectives of Program / Event / Project: \_\_\_\_\_

~~We'd like to purchase a computer projector and screen for Cedar Community Hall. This kind of projector is a standard piece of equipment now for public gatherings and meetings. It will be used to share information, to enhance artistic events (music, theatre and visual art), and to support the activities of community groups.~~

Brief Background Information of Organization and Services: \_\_\_\_\_

~~With a capacity of 200 people, Cedar Community Hall hosts many groups and large events in Area "A." Community groups such as Brownies and Sparks, Cedar Lions' Club, Yellow Point Drama Group and the RDN use the hall. In addition, many life events such as weddings and anniversaries also happen here.~~

Describe how you will evaluate the success of the program / event / project: \_\_\_\_\_

~~The projector and screen controls will be in a locked kiosk--so we'll be able to measure the success by the number of users and renters who request access.~~

Describe how you plan to market / promote the program / event / project: \_\_\_\_\_

~~Our website and ads will note that a projector is available. Potential renters will also be told when they contact us.~~

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

~~Projected images are now a standard part of group events, public meetings, and cultural presentations.~~

~~Weddings and celebrations usually have slideshows as part of the ceremony.~~

~~Meetings by organizations such as the RDN often include Powerpoint presentations.~~

~~Activity groups such as Brownies use videos as part of their programming.~~

~~Cultural groups such as the drama club use projected images.~~

Please provide any other relevant information: \_\_\_\_\_

**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	
Advertising Costs (marketing / publicity)	
Vehicle Rentals	
Administrative Costs (please specify, i.e. photocopying, fax, mail, etc)	
_____	
_____	
_____	
Equipment Rentals (Please specify, ie. tents, stage, lights, sound, etc)	
_____	
_____	
_____	
_____	
Materials / Supplies (Please specify the type of materials / supplies)	
projector and mount	1554.99
cables	396.90
motorized screen	869.99
tax	338.63
_____	
Additional On-Site Costs (Please specify)	
_____	
_____	
_____	
_____	
Fundraising Expenses (please specify)	
_____	
_____	
_____	
Other (please specify)	
_____	
_____	
_____	
<b>Total Expenses = Line A</b>	<b>\$ 3160.51</b>

<b>REVENUES</b>	YEAR 20__
	Projected (To be completed for application)
<b>Earned Revenue:</b>	
Registration / Course Fees	
Admission / Ticket Sales	
Advertising Income	
Rentals	
Other (please specify): _____	
_____	
_____	
<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	
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>	
<b>Total Revenues (Lines B + C + D) = Line E</b>	\$
<b>Line E – Line A (Revenues – Expenses) = total amount of Regional District Grant in Aid funding requested to cover shortfall</b>	\$ 3160.51

**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>
Installation of screen, projector, and kiosk by Bruce Rowland	\$ 499.00
_____	\$ _____
_____	\$ _____



**Cedar Community Association  
Profit & Loss**

April 2017 through January 2018

	Apr '17 - Jan 18
<b>Income</b>	
Donations	
Cedar Lions Club	700.00
Donations - Other	540.83
<b>Total Donations</b>	<b>1,240.83</b>
Interest	3.86
Memberships	75.00
Miscellaneous Income	50.00
Rebates	1,853.27
Rentals	
Miscellaneous	7,269.92
YP Drama Group	3,817.25
Swap meet	12,025.00
<b>Total Rentals</b>	<b>23,112.17</b>
<b>Total Income</b>	<b>26,335.13</b>
<b>Expense</b>	
Hall security	530.68
Advertising	135.00
Bank charges	40.00
Utilities	
Natural gas	1,104.89
Hydro	4,219.72
<b>Total Utilities</b>	<b>5,324.61</b>
GST/HST Expenses	752.11
Insurance	
Liability Insurance	225.00
Insurance - Other	4,898.00
<b>Total Insurance</b>	<b>5,123.00</b>
Janitorial	
Waste removal	1,069.90
Hall cleaning	5,075.00
<b>Total Janitorial</b>	<b>6,144.90</b>
Professional Fees	414.29
Property expenses	70.00
Repairs & maintenance	5,794.63
Supplies	1,378.94
Telephone	394.20
<b>Total Expense</b>	<b>26,102.36</b>
<b>Net Income</b>	<b>232.77</b>

**Cedar Community Association**  
**Balance Sheet**  
As of January 31, 2018

	Jan 31, 18
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
Island Savings CU account	22,963.48
Gaming Commission grant	0.00
<b>Total Chequing/Savings</b>	<b>22,963.48</b>
<b>Total Current Assets</b>	<b>22,963.48</b>
Fixed Assets	
Machinery & equipment	2,026.66
<b>Total Fixed Assets</b>	<b>2,026.66</b>
Other Assets	
Land & buildings	146,000.00
<b>Total Other Assets</b>	<b>146,000.00</b>
<b>TOTAL ASSETS</b>	<b>170,990.14</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	959.02
<b>Total Accounts Payable</b>	<b>959.02</b>
Other Current Liabilities	
CRA tax	2,145.87
Security deposits	666.00
<b>Total Other Current Liabilities</b>	<b>2,811.87</b>
<b>Total Current Liabilities</b>	<b>3,770.89</b>
<b>Total Liabilities</b>	<b>3,770.89</b>
Equity	
Opening Bal Equity	156,597.23
Retained Earnings	10,389.25
Net Income	232.77
<b>Total Equity</b>	<b>167,219.25</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>170,990.14</b>



# Cedar Community Association Transactions by Account

As of January 31, 2018

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
Island Savings CU account					
	01/04/2018		Alberta Millership	262.50	
	01/05/2018		Marsha Sampson	270.80	
	01/05/2018		NOAH	210.00	
	01/11/2018		Aunty Penny's	75.00	
	01/22/2018		Ham Happenings	100.00	
	01/29/2018		Jackie Moad	262.50	
	01/31/2018		Bank interest	0.40	
				1,181.20	
	01/03/2018	806	Raven Hill Media		435.00
	01/03/2018	807	Pacific Linen Supply		67.33
	01/03/2018	808	Polaris Solutions		4,898.00
	01/03/2018	100	BC Hydro		1,027.06
	01/03/2018	101	FortisBC		307.24
	01/26/2018	809	Mike Looyen		350.00
	01/26/2018	810	Ed Haaland Trucking		210.00
	01/26/2018	811	Bruce Rowland		356.50
Total Island Savings CU account					7,651.13
<b>TOTAL</b>					<b>-6,469.93</b>