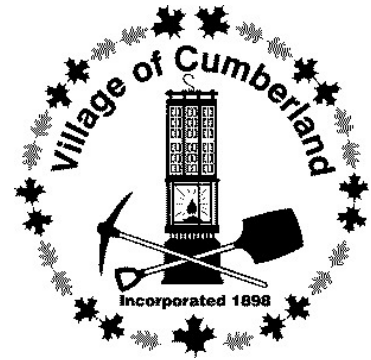


REGULAR AGENDA

10/2018/R



The Corporation of the Village of Cumberland

**Regular Council Meeting
March 26, 2018 at 5:30 p.m.
Village Council Chambers**

6.9 Community Grant Program Applications

(a)	Cascadia Poetics Lab.....	1
(b)	Coal Hills BMX Association	14
(c)	Community Arts Council (Comox Valley)	21
(d)	Community School Society (Cumberland)	38
(e)	Culture and Art Society (Cumberland)	56
(f)	Empire Events (Cumberland).....	66
(g)	Farmers Market (Comox Valley).....	77
(h)	Historical Society (Cumberland and District)	90
(i)	Kitty Cat Prevent a Litter Society.....	108
(j)	Lake Wilderness Society (Cumberland).....	127
(k)	Masonic Temple (Cumberland).....	135
(l)	Pipe Band Society (Comox Valley).....	144
(m)	Rotary Club of Cumberland Centennial	155
(n)	Steam Donkey Racing Club.....	161
(o)	United Riders of Cumberland.....	176

Table 1: Community Grant Program 2018

Applicant	2018 Cash	2018 In Kind	Minimum grant required	Council Notes
Previously Committed				
Cumberland and District Museum Historical Society	\$ 22,500.00	\$ 750.00	\$ 23,250.00	
Lantern Festival (Empire Events)		\$ 260.00	\$ 260.00	
Total	\$ 22,500.00	\$ 1,010.00	\$ 23,510.00	

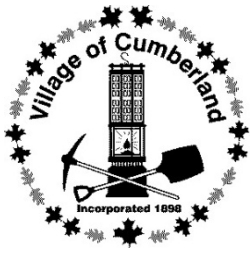
2018 Grant Applications

Cascadia Poetics Lab	\$ 1,000.00		\$ 500.00	
Coal Hills BMX Association	\$ 6,000.00		\$ 2,000.00	
Community Arts Council (Comox Valley)	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	
Community School Society (Cumberland)	\$ 15,000.00		\$ 15,000.00	
Culture and Art Society (Cumberland)	\$ 5,000.00		\$ 2,000.00	
Empire Events (Cumberland)	\$ 3,979.00	\$ 7,990.00	\$ 7,990.00	
Farmers Market (Comox Valley)	\$ 6,250.00		\$ 3,000.00	
Historical Society (Cumberland and District)	\$ 1,500.00	\$ 1,815.24	\$ 3,315.24	
Kitty Cat Prevent a Litter Society	\$ 4,000.00		\$ 2,000.00	
Lake Wilderness Society	\$ 15,000.00		\$ 8,000.00	
Masonic Temple (Cumberland)	\$ 5,000.00		\$ 1,000.00	
Pipe Band Society (Comox Valley)	\$ 1,400.00		\$ 500.00	
Rotary Club of Cumbeland Centennial		\$ 350.00	\$ 350.00	
Steam Donkey Racing Club	\$ 6,400.00	\$ 200.00	\$ 3,000.00	
UROC	\$ 15,000.00	\$ 500.00	\$ 13,000.00	
Subtotal	\$ 88,529.00	\$ 12,855.24	\$ 64,655.24	

Total annual request	\$ 101,384.24			
Total available budget		\$ 58,395.00	\$ 58,395.00	\$ 58,395.00
over budget		\$ 42,989.24	\$ 6,260.24	\$ (58,395.00)

Community Grant Program 2018

Applicant	2019				2020				2021			
	Cash	In Kind	Minimum grant required	Council Notes	Cash	In Kind	Minimum grant required	Council Notes	Cash	In Kind	Minimum grant required	Council Notes
Previously Committed												
Cumberland and District Museum Historical Society												
Lantern Festival (Empire Events)		\$ 260.00				\$ 260.00						
Total		\$ 260.00				\$ 260.00						
2018 Grant Applications												
Cascadia Poetics Lab												
Coal Hills BMX Association												
Community Arts Council (Comox Valley)	\$ 4,000.00	\$ 2,200.00	\$ 3,000.00		\$ 4,500.00	\$ 2,400.00	\$ 3,000.00		\$ 5,000.00	\$ 2,600.00	\$ 3,000.00	
Community School Society (Cumberland)	\$ 16,000.00		\$ 15,000.00		\$ 17,000.00		\$ 15,000.00		\$ 18,000.00		\$ 15,000.00	
Culture and Art Society (Cumberland)	\$ 5,000.00		\$ 2,000.00		\$ 5,000.00		\$ 2,000.00		\$ 5,000.00		\$ 2,000.00	
Empire Events (Cumberland)	\$ 3,979.00	\$ 7,990.00	\$ 7,990.00		\$ 3,979.00	\$ 7,990.00	\$ 7,990.00		\$ 3,979.00	\$ 7,990.00	\$ 7,990.00	
Farmers Market (Comox Valley)	\$ 6,500.00		\$ 3,000.00		\$ 6,500.00		\$ 3,000.00		\$ 6,500.00		\$ 3,000.00	
Historical Society (Cumberland and District)												
Kitty Cat Prevent a Litter Society	\$ 4,000.00		\$ 2,000.00		\$ 4,000.00		\$ 2,000.00		\$ 4,000.00		\$ 2,000.00	
Lake Wilderness Society	\$ 5,000.00		\$ 4,000.00									
Masonic Temple (Cumberland)	\$ 5,000.00		\$ 1,000.00		\$ 5,000.00		\$ 1,000.00		\$ 5,000.00		\$ 1,000.00	
Pipe Band Society (Comox Valley)												
Rotary Club of Cumbeland Centennial		\$ 350.00	\$ -			\$ 350.00	\$ -			\$ 350.00	\$ -	
Steam Donkey Racing Club	\$ 3,400.00	\$ 200.00	\$ 3,000.00		\$ 2,600.00	\$ 200.00	\$ 3,000.00		\$ 2,000.00	\$ 200.00	\$ 3,000.00	
UROC	\$ 15,000.00	\$ 500.00	\$ 13,000.00		\$ 15,000.00	\$ 500.00	\$ 13,000.00				\$ 13,000.00	
Subtotal	\$ 67,879.00	\$ 11,500.00	\$ 53,990.00		\$ 63,579.00	\$ 11,700.00	\$ 49,990.00		\$ 49,479.00	\$ 11,140.00	\$ 49,990.00	
Total annual request	\$ 79,639.00				\$ 75,539.00				\$ 60,619.00			
Total available budget		\$ 56,250.00	\$ 56,250.00			\$ 56,250.00	\$ 56,250.00			\$ 56,250.00	\$ 56,250.00	
Over budget		\$ 23,389.00	\$ (2,260.00)			\$ 19,289.00	\$ (6,260.00)			\$ 4,369.00	\$ (6,260.00)	



Community Grant Program 2018 Application

Part A: Organization	
Name: Cascadia Poetics Lab	<input type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: Box 1021, 3415 Bevan Rd., Cumberland VOR 150	
Contact Person: Nicola MacWilliam	Position: Director Cascadia Poetics Lab
Phone: 250-891-9163	Email: nmacwill@gmail.com
Names of organization's directors: Ed Varney Dan J. Kirk Nicola MacWilliam Danika Dinsmore Paul E. Nelson	
How many members in the organization?	
What percentage are Cumberland residents?	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: Cascadia Poetics Lab Society's goal is to bring experienced and talented poets together to share their work with each other and with the community at large in order to expand knowledge, develop kinships, and inspire a sense of pride, awe, and commitment to the Cascadia bioregion	
Briefly outline the general services provided to Cumberland residents and/or the community: We are holding a three day poetry retreat on September 7 th ,8 th ,9 th , 2018, with 30 participants which	

will include two evenings of poetry readings open to the public plus a talk by a world renowned climate scientist from Ashland, Oregon with extensive experience in the Cascadia bio-region.

Part B: Grant Request

Grant Amount Requested:

2018: 1000

2019:

2020:

2021:

Value of In-kind Contributions Requested:

2018:

2019:

2020:

2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: The purpose of the grant is to provide operating funds for an upcoming poetry retreat to be held in Rider's Fool Hostel, September 7,8,9th, 2018.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 500

Benefit to funding full request: Increases the likelihood of future events in Cumberland

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term "service" is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit
<p>The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Community identity <input type="checkbox"/> Quality of life <input type="checkbox"/> Community wellbeing <input checked="" type="checkbox"/> Economic development, e.g. tourism, promotion of business and industry <input type="checkbox"/> Heritage preservation <input checked="" type="checkbox"/> Arts and culture <input type="checkbox"/> Environmental preservation <input type="checkbox"/> Volunteerism <input type="checkbox"/> Healthy lifestyles <input type="checkbox"/> Local food production <input type="checkbox"/> Accessibility <input type="checkbox"/> Affordable housing
<p><input checked="" type="checkbox"/> The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.</p> <p>Search “OCP” at cumberland.ca to view <i>Part B, Vision and Goals</i> of the official community plan.</p> <p>Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.</p> <p>Describe: The planned poetry retreat would be a boost to tourism and Cumberland's public image.</p>
Community Accessibility
<p><input checked="" type="checkbox"/> The service is open to the public or is accessible to a large portion of Cumberland’s residents, including youth and/or seniors, as participants, spectators or volunteers</p> <p>Describe: This year we will have two public poetry readings and a talk by world-renowned climate scientist Dominick DellaSala. Everything will take place in Cumberland and everyone is welcome .</p>
<p><input checked="" type="checkbox"/> The service has no fee to participate OR assistance is available for those with limited income.</p>

Describe: We plan to sponsor some participants who have expressed a need.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: Please find letter attached.

- The organization has strong financial and administrative management.

Describe: The organizers all have a proven track record organizing poetry festivals and administering funds.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: Last year many of the members of the 90 plus audience filling the Masonic Hall Friday and Saturday night were Cumberland residents. As well half of the 8 volunteers were from Cumberland.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Please see attached budget and financial statements. I've attached available bank statements from our account from 2017. I can't reach Ed Varney at the moment, but I will be able to provide a current one upon request. \$500 has been withdrawn this year to help cover our down payment on the Riding Fool Hostel. The rest has been supplied by our invitees so far. We are in the process of filling the places right now.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: We are raising funds from the participants in the poetry retreat and from local Arts and Culture societies. We will also be asking businesses to sponsor our event as per last year.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage

for other funding applications.

Describe: The planned event would benefit greatly from more funding.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.
- Financial grant:
 - Property tax exemption for the land/building that the organization occupies:
 - Facilities and/or land provided by the Village at no charge:
 - Public works services at no charge:
 - Other in-kind contributions:
 - Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: Director of the Cascadia Poetics Lab Society

Printed name: Nicola MacWilliam

Date: February 28th, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets

- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Cascadia Poetics LAB

Developing a bioregional poetics in Cascadia

February 28, 18

Dear Village of Cumberland,

Cascadia Poetics Lab Society, (www.cascadiapoeticslab.ca), was set up in 2017 in order to have an organization in place to back the poetry festival that Daniel J.Kirk, Ed Varney and I held last September in Cumberland. The festival turned out to be a huge success. We managed to fill the Masonic Hall almost to capacity both Friday and Saturday night with an audience keen to listen to some of the west coast's best poets.

Jan Zwicky, our festival's most established poet, a Governor-General Award winning poet, emailed me afterwards to say the following:

Thank you for your inspired & captivating reading at CPF-Cumberland last weekend. I am still a little awed and humbled by the weekend and how well things went, but I attribute most of that to the heart and vision of the three people who worked so hard to make the weekend what it was and they are cc'd.

We decided to have a large poetry festival every other year and in the off years to have poetry retreats, so the event we are planning to have this fall looks a little different. We are calling it *Deep In Cascadia Poetry Retreat*.(see invitation attached).

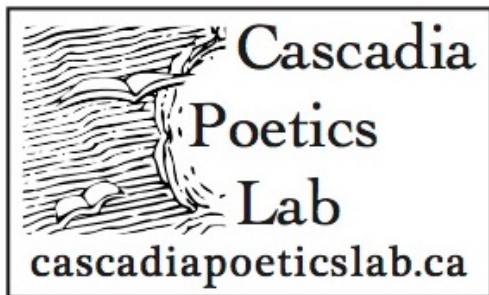
Thirty people will converge on the Riding Fool Hostel on September 7th,8th and 9th, some of them as weekend guests, others coming for the day to share ideas and workshop each others' work. We'll have dinner together each evening and then there will be poetry readings at the Masonic Hall open to the public. As well we have invited world renowned climate scientist Dominick DellaSala to participate in our retreat. He will give a public talk on Saturday afternoon.

I feel that this event and the larger festival events we have planned every other year will bring a lot to Cumberland. Our participants come from both sides of the border and bring ideas and excitement to the town. They in turn, as I witnessed last year, really appreciate what Cumberland has to offer them. It's an ideal festival town: everything within walking distance and a friendly open business community who are welcoming and supportive.

Thank you for your interest!

All the best,

Nicola (Adelia) MacWilliam



SPLAB

Deep in Cascadia Poetics Retreat

The Cascadia Poetics LAB, in partnership with SPLAB, is staging a retreat in Cumberland, BC, September 6-9, 2018, to gather, share strategies, discuss our role as poets and bioregionalists at this time of ecological crisis and end-stage empire, and to support one another in our efforts to create the deepest gestures in response to this situation and how that relates to Cascadia. The weekend is the same weekend that the first Cascadia Poetry Festival — Cumberland happened in 2017, and this is a vision to have an off-year gathering to prepare participants for the next fest and to deepen our experience as poets here at this time.

We intend to gather, have break-out sessions, daily living room critique circles, free time for writing and public readings. Meals will be prepared cooperatively and vegan and gluten free/vegan options will be made available. The venue will be the Riding Fool Hostel, with other venues for readings and break-out sessions if necessary.

Cost per participant is \$128 and includes lodging at the hostel, while room is available. Dinners will be catered, kitchen facilities are available and there are many restaurants within a short walk. Please let us know your food allergies and sensitivities so we can plan accordingly. Invites will go out to fill any unfilled spaces until we reach capacity of 30 participants.

Confirmed guests include George Stanley, Barry McKinnon and Dominick DellaSala, who will present a lecture/slide show on Cascadia in the Anthropocene and how poets can respond to what is to come. More on DellaSala here: <https://islandpress.org/author/dominick-a-dellasala>

Schedule:

Arrive Thursday afternoon.

Thursday dinner 6-7:30.

Opening Circle: Introductions and check-ins. What are you dealing with in the context of your own work and what do you hope to get from the weekend. Also, if you want to conduct a break out session, describe it.

When the circle ends, we'll vote on which ones we want to attend and the organizers will schedule them and announce after breakfast Friday.

Friday breakfast 8-9am.

Breakout Session I (Break into three groups based on activities offered by/ voted on by participants), or be alone & write. 10-12N.

Lunch 12N-2pm.

Living Room Critique Circles (break up into three groups), 3-5pm.

Dinner 5:30-6:30.

7:30pm Public Reading I - Courtenay, BC.

Saturday breakfast 8-9am.

Breakout Session II (Break into three groups based on activities offered by/ voted on by participants), or be alone & write. 10-12N.

Lunch 12N-2pm.

DellaSala Lecture: The Seven Words to Use for Global Warming and Alternatives to Alternative Facts and discussion, 2-5pm. **Venue TBA.**

Donald Trump's seven words recently banned at the Center for Disease Control are: "science or evidence-based; diversity; transgender; fetus; vulnerable; and entitlement." During an east-coast snowstorm in December, he tweeted "perhaps we could use a little bit of that good old global warming." I will use his seven words to describe evidence-based effects of how climate change is impacting the bio-diverse Cascadia region and why we need to stand up against Trump's attack on science. Cascadia is already experiencing dramatic climate impacts (e.g., increasing forest fires, decreasing snow pack), and we need to prepare now for these lest future

fetuses will be especially vulnerable to the changes we are causing today that forgo their entitlement to a living planet.

Dinner 5:30-6:30.

7:30pm Public Reading II - Cumberland, BC.

Sunday breakfast 8-9am.

Checkout 9-10am.

Walk through Cumberland bike trails 10-12N.

Lunch at a local restaurant 12:30pm.

Closing Circle 1:30-2:30pm.



Head Office
220 - 59 Wharf Street
Nanaimo, BC V9R 2X3

Date October 31, 2017
Member No. 786
Page 1

035343

Cascadia Poetics Lab Society
1986 Cumberland Rd
Courtenay BC V9N 2E9

CHEQUING

Community Partner Package

Account: 100023311150

Date	Description	Withdrawals	Deposits	Balance
01 Oct 17	Opening Balance			3,143.83
03 Oct 17	Eff. 10-02 Cheque 6	125.00		3,018.83
24 Oct 17	Eff. 10-23 Cheque 11	1,497.63		1,521.20
26 Oct 17	Eff. 10-25 Cheque 13	138.82		1,382.38
28 Oct 17	Eff. 10-27 Cheque 12	420.00		962.38
31 Oct 17	Credit Interest		0.02	962.40
Total Withdrawals and Deposits		\$2,181.45	\$0.02	

Rate (earned): 0.010%

SAVINGS

Member Equity Shares

Account: 100023311127

Date	Description	Withdrawals	Deposits	Balance
01 Oct 17	Opening Balance			5.00
Total Withdrawals and Deposits		\$0.00	\$0.00	

End of Statement

Your deposits make a difference for you
AND
your community

Learn more at cccu.ca



GREAT RATE:
1 yr non-redeemable
GIC starting at

1.50%*

*Rates subject to change. Some conditions apply.

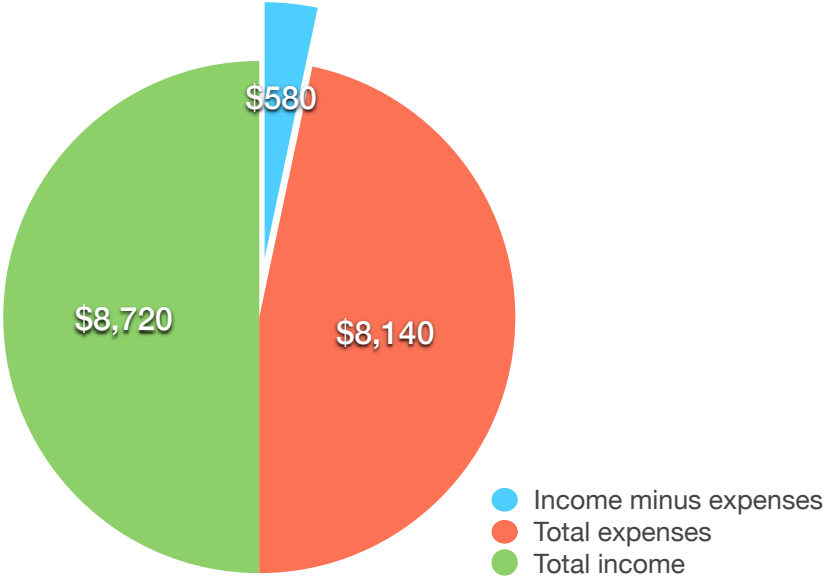
Deep in Cascadia Poetics Retreat Budget 2018

MONEY IN		RECEIVED
Cumberland Culture & Arts Society	\$2,000	
Local Business Sponsors	\$1,000	
US Admissions (10 @ \$164)	\$1,640	\$820
Canadian Admissions (10 @ \$128)	\$1,280	\$640
Non-lodging Canadian Admissions (10 \$ 80)	\$800	\$400
Comox Valley Arts	\$1,000	
Village of Cumberland	\$1,000	
TOTAL INCOME	\$8,720	\$1,860
ECONOMIC IMPACT, 30 PARTICIPANTS @ \$135 PER DAY AND 3 DAYS EACH =	\$12,150	
70 NON-PARTICIPANTS, \$50 EACH X 2 DAYS (FOR TWO READINGS AND ONE TALK) =	\$7,000	
TOTAL ECONOMIC IMPACT	\$19,150	

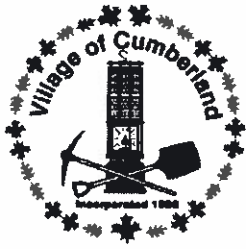
MONEY OUT		IN-KIND
Staff Salaries	\$0	\$12,500
Stipends	\$250	\$2,750
Administration Costs (internet, phone &c)	\$2,000	\$0
Lodging	\$640	\$0
Marketing	\$1,000	\$2,500
Rent	\$500	\$0
Documentation	\$0	\$3,000

MONEY LEFT OVER	
Income minus expenses	\$580

Income/Expenses



MONEY OUT		IN-KIND
Facebook Ads	\$500	\$0
Transportation	\$1,000	\$500
Meals for poets/volunteers	\$1,000	\$0
Printing (posters, bookmarks)	\$500	\$0
Staff Lodging (Homestay)	\$500	\$1,000
Additional dining	\$250	\$0
Graphic Design	\$0	\$250
Insurance	\$0	\$0
TOTAL EXPENSES	\$8,140	\$22,500



Community Grant Program 2018 Application

Part A: Organization	
Name: Coal Hills BMX Association	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address: 621 Nodales Dr, Campbell River, BC, V9H 0A5	
Contact Person: Jason Kerluck	Position: Treasurer
Phone: 250-204-4457	Email: jason.kerluck@sd72.bc.ca
Names of organization's directors: President: Corby Johnson ✓ Vice President: Nadine Giroux ✓ Treasurer: Jason Kerluck ✓ Secretary: Tara Bursey ✓ Track Director: Don Cornbill ✓	
How many members in the organization? 187 ✓	
What percentage are Cumberland residents? 20 ✓	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: The Coal Hills BMX Association's purpose is to provide an opportunity for all members of a family to participate in the sport of BMX through the Coal Hills BMX track in Cumberland. Our mandate is to organize BMX events that run according to the American Bicycle Association (ABA) regulations, and to make them accessible for people in the community and from afar. Our objectives are to create a safe facility where riders can participate recreationally and/or through races at an official sanctioned BMX track.	

Briefly outline the general services provided to Cumberland residents and/or the community:

The Coal Hills BMX Association provides and maintains a safe usable bmx track for the public to use, provides an opportunity to participate in an organized sport of BMX for all ages, bring revenue to the village of Cumberland through local, provincial and national level races.

Part B: Grant Request

Grant Amount Requested:

2018: \$6000

2019:

2020:

2021:

Value of In-kind Contributions Requested:

2018:

2019:

2020:

2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: The purpose of this grant is to help with costs for:

- insurance for non-members of the Coal Hills BMX Association who wish to use the track (\$2000)
- annual hydro and security expenses (\$1000)
- maintenance expenses necessary to prepare track for safe riding use throughout the year (\$3000)

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: \$2000

Benefit to funding full request: The full request would ensure the track is properly and safely set up for the entire year, provide insurance to the public for general use, and would subsidize annual infrastructure expenses.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application.

The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: Coal Hills BMX Association furthers the vision of the Cumberland official community plan by offering an outdoor activity site that is available to all ages of the public.

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland’s

residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: The BMX track is located in Cumberland and is available to the local public. The Coal Hills BMX Association host weekly races over six months of the year, which can include riders from USA and across Canada. This grant will help maintain a safe and useable track for the general public, for Coal Hills members and for riders from afar.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: The track is available to the public, and creates an opportunity for people to further their skills in the sport of bmx through the Coal Hills BMX Association.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: The Coal Hills BMX Association has been operating for over 15 years. In that time we have developed numerous provincial, national and even world level bmx riders. At the same time we have created and maintained a great recreational site that is free for the public to use. Without the commitment of the Coal Hills BMX Association, the track would not be as safe and available to the public.

- The organization has strong financial and administrative management.

Describe: The Coal Hills BMX Association has been operating for over 15 years. In that time there have been countless volunteer hours from people committed to the sport of BMX. Through this dedication, the association has built a ridership of over 100 members, and have maintained a national level track that hosts over 30 races a year. The association has had a strong executive that have made sound decisions to generate funds through sponsorships, grants, volunteers, and numerous fundraising events to ultimately provide further opportunities for people of all ages in the sport of BMX.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: There are many people who volunteer their time to provide opportunities for all in the sport of BMX. Roughly 20% of Coal Hills members are from Cumberland. However, there are 80% of the membership who travel to Cumberland multiple times every week for over 6 months. This brings in numerous people to Cumberland, which may not have come otherwise. There are numerous races that attract riders from further destinations, which can generate revenue to community businesses.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: We are in financial need to help with insurance, maintenance, and annual infrastructure expenses. Please review our attached previous and current years budget.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe:

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe:

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

- Financial grant:

- Property tax exemption for the land/building that the organization occupies:

- Facilities and/or land provided by the Village at no charge:

- Public works services at no charge:


- Other in-kind contributions: *Bleachers*

- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature: 	Position: President
Printed name: Corby Johnson	Date: Feb 28 - 2018.
Applications must be accompanied by the following supporting documentation:	
<input checked="" type="checkbox"/> A detailed budget for the requested grant funding <input checked="" type="checkbox"/> The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year <input checked="" type="checkbox"/> The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year <input checked="" type="checkbox"/> A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable	
For your application, please submit application attachments electronically or single-sided in paper form.	
<ul style="list-style-type: none"> • Do not include booklets • Do not include confidential information • Do not include more than 20 single-sided pages of information, including this form. 	
Submit your completed application to the Village of Cumberland	
<ul style="list-style-type: none"> • by email to info@cumberland.ca (you must receive a reply to confirm receipt) • by mail to Box 340 Cumberland, BC V0R 1S0 • in person to 2673 Dunsmuir Avenue 	

Applications must be received by Wednesday, February 28, 2018 at 4 pm

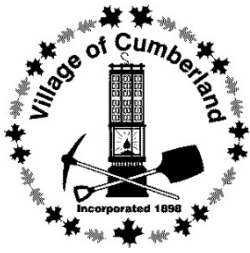
For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Coal Hills BMX Society

BMX Budget

Previous year accounting and current year's budget

	Program Actual Revenues/Expenses	Program Budget (current fiscal year)	
2017 Fiscal Year	2017	2018	
Revenue			
Race Registration	22334.35	20000	
Big Race Registration	4953.08	2500	
Merchandise			
Concession Earnings	10500.95	7500	
Grants/Donations	5208.7	6000	
Fundraising	1473.1	2500	
Miscellaneous			
Coaching			
Total Revenue	44470.18	38500	
Expenses			
Bank Fees	48.85	50	
Race Registration (ABA)	15475.91	14000	
Office Supplies	1237.65	1000	
Merchandise	3223	3500	
Year End Awards	2280.99	2000	
Telus	939.81	1000	
Hydro	1201.5	1200	
Maintenance	7329.16	7000	
Concession Costs	5177.92	5000	
Securities	1600	1200	
Coaching		500	
Insurance	2000	2000	
Total Expenses	40514.79	38450	
2017 Totals	Revenue	Expenses	Total
	\$44,470.18	\$40,514.79	\$3,955.39
2018 Totals	Revenue	Expenses	Total
	\$38,500.00	\$38,450.00	\$50.00



Community Grant Program 2018 Application

Part A: Organization	
Name: Comox Valley Community Arts Council	<input checked="" type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: 202 580 Duncan Avenue, Courtenay, BC, V9N 2M7	
Contact Person: Dallas Stevenson	Position: Executive Director
Phone: 250.334.2983	Email: ed@comoxvalleyarts.com
Names of organization's directors: Anna Rambow, President Adil Amlani, Vice President Stacey Harper, Treasurer Sonya Marie Jenssen, Human Resources Chair Directors: Kate Brown, Wendy Nixon Stothert, Sharon Lalonde Simon Briggs, Myles Rhoderick Armstead, Phyllis Katcher	
How many members in the organization? 374 - arts organizations and groups are included as 1 member (CLT, CYMC, Pearl Ellis, Cumberland Arts & Culture Society, etc.)	
What percentage are Cumberland residents? 10%	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input checked="" type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: Comox Valley Arts supports, promotes and celebrates our vibrant, inclusive arts community. Comox Valley Arts works to foster arts and culture in the community. Through our involvement in a wide variety of cultural activities, workshops, events, festivals, exhibition spaces, seasonal programs, and support of arts groups, we actively engage our community, and promote the Comox Valley as a creative and dynamic arts producing center.	

Briefly outline the general services provided to Cumberland residents and/or the community:
 For over 50 years, CVA has acted as an advocate for arts and culture in the Comox Valley. We serve the community, providing support to those who are pursuing higher artistic excellence. We offer a wide range of opportunity's for community members to gather, celebrate and engage with one another. CVA's services support groups & individuals involved in community and professional in all genres, as well as agencies dedicated to the promotion of these arts through festivals and special events. We work in partnership with heritage groups & museums, cultural societies and community groups & service agencies, as well as economic development and municipal government.

Part B: Grant Request

Grant Amount Requested:

2018: 3000
 2019: 4000
 2020: 4500
 2021: 5000

Value of In-kind Contributions Requested:

2018: 2000
 2019: 2200
 2020: 2400
 2021: 2600

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: CVA is asking the Village of Cumberland to support annual operating costs.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 3000

Benefit to funding full request: Funding allows CVA to advocate for the development of Arts, Culture and Heritage within our region.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: CVA supports the development of several key priorities including tourism, economic growth, improvement of the Village Centre and engaged citizens. We support these goals with programming/events such as the Arts Guide and Studio Tour, The Follies, 30 Day Drawing Challenge and the Poet Laureate. We offer partnership

project opportunities, advocacy and support tools for organizations, groups and independent businesses that feature Arts & Culture content. We engage citizens with feature programming and volunteer opportunities to be involved at a deeper level. We offer strategic information to municipalities such as the Cultural Inventory Data and Public Arts policy advisement.

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: We utilize public spaces where there is no limit to accessibility, is family friendly and public transport is available.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: We offer barrier free access to the wide variety of programs and events we offer. The majority of our programs are offered without charge to the public with exception of the artist professional development series which we hold several free of charge spaces for youth and those with limited income.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: CVA has developed a roster of projects to build community through the arts, in our region. Our approximately 25 annual and ongoing programs are run with the support of over 1000 volunteers, led by a volunteer board of 12, three part time staff and a gambit of contractors. We have over 50 years of successful programming and some historical examples are: the Summer School of the Arts (now CYMC), VI Musicfest, the Arts Alliance (now CVAG), Art in the Park, KidsFest, the Muir Gallery, Elevate the Arts and many more.

- The organization has strong financial and administrative management.

Describe: At numerous points in the past two decades, the Comox Valley has been the fastest growing community in BC. Our organization has become creative and innovative in response to meet the demand from our increasing population and growing numbers of artists /arts organizations. We have over 50 years of solid financial and administrative history. Our charity reports are available through the Canada Revenue Agency as well as the Review Engagements and planning documents provided in this package.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall

community support of the organization and the service.

Describe: We have a strong relationship with the citizens of Cumberland and offer several events/programs through the year that are either based in Cumberland or involve Cumberland as a location. Events like Foggy Mountain Fall Fair, the Follies, Central Island Artist Studio Tour, and the Poet Laureate as well as support for events such as Atmosphere Gathering are all part of our historic involvement in the Village of Cumberland. We involve over 500 volunteers a year of which many are residents.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: CVA has developed an impressive schedule of programming with funds coming from a variety of sources. Many are in active partnership with other organizations. All provide benefit to the community and create opportunities for artists and cultural workers, support collaboration and build community identity. Many pay artist fees (over \$50,000 per year). In the past year, we supported over 400 youth in presentation last and over 500 volunteers were engaged, activated and appreciated. We are asking the Village of Cumberland to support the operations of CVA within your region to ensure continued growth.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: We are asking the Village of Cumberland to follow suit with the CVRD and the City of Courtenay in providing operating funds on an annual basis to support Arts & Culture development in your region.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: Our services are not dependent on these funds. Funds do allow us to add primary focus areas and leverage funds from other sources.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

Financial grant:

Property tax exemption for the land/building that the organization occupies:

- Facilities and/or land provided by the Village at no charge:
- Public works services at no charge:
- Other in-kind contributions: 1970
- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: Executive Director

Printed name: Dallas Stevenson

Date: Feb 28, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Rachel Parker

Subject: FW: Cumberland grant application

From: Comox Valley Arts Your Regional Arts Council <ED@comoxvalleyarts.com>

Sent: Friday, March 02, 2018 10:33 AM

To: Rachel Parker <rparker@cumberland.ca>

Subject: Re: Cumberland grant application

Hi Rachel

Sorry about that.

The in-kind request is for Barricade loan, Street closures and street cleaning associated with any of our events this year.

I chose that amount based on our past costs for Cumberland Market Day and Foggy Mountain Fall Fair. I am not actually sure that we will be proceeding with producing Foggy Mountain at this time but included it in hopes that we do.

Thanks

Dallas

THE CORPORATION OF THE CITY OF COURTENAY

Recreation & Cultural Services Department
Phone: (250) 334-4441
Fax: (250) 334-4241
Email: rscs@courtenay.ca



830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

February 13, 2017

To Whom It May Concern:

Re: Comox Valley Community Arts Council

The City of Courtenay strongly supports the Comox Valley Community Arts Council's request for funding for program and operating assistance so the organization may continue to promote arts in the community.

CVA is truly a valuable asset to our community. In addition to working closely with the City to promote public art, they work closely with the entire Comox Valley arts community, increasing awareness and appreciation of local arts and culture and providing a strategic opportunity for local businesses to partner with the arts for mutual benefit. We hope you will consider their application for funding so they can continue to deliver and expand upon their successful programs and initiatives.

Yours truly,

A handwritten signature in black ink, appearing to read 'D Snider', is written over a light blue horizontal line.

Dave Snider
Director of Recreation & Cultural Services

**COMOX VALLEY COMMUNITY ARTS COUNCIL
FINANCIAL STATEMENTS
JUNE 30, 2017**

**COMOX VALLEY COMMUNITY ARTS COUNCIL
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FINANCIAL STATEMENTS
JUNE 30, 2017**

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REVIEW ENGAGEMENT REPORT

To The Board of Directors of
Comox Valley Community Arts Council

COMOX VALLEY COMMUNITY ARTS COUNCIL

I N D E X

FINANCIAL STATEMENTS

JUNE 30, 2017

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June 30, 2017
Courtenay, BC

Ashcroft & Associates

COMOX VALLEY COMMUNITY ARTS COUNCIL

STATEMENT OF OPERATIONS BALANCE SHEET
(Unaudited - see Review Engagement Report)

JUNE 30, 2017

	2017				2016	
	General	Gaming	Endowment	Total	Total	
ASSETS						
CURRENT						
Cash	\$ 35,375	\$ 2,215	\$	\$ 37,590	\$	14,500
Accounts receivable	200			200		200
Inventory	1,900			1,900		1,900
GST Recoverable						1,523
	37,475	2,215		39,690		18,123
ENDOWMENT FUNDS IN TRUST			6,684	6,684		6,684
EQUIPMENT	20,704			20,704		20,704
PERMANENT ART COLLECTION	6,000			6,000		6,000
	\$ 64,179	\$ 2,215	\$ 6,684	\$ 73,078	\$	51,511
LIABILITIES						
CURRENT						
Accounts payable	\$ 2,400	\$	\$	\$ 2,400	\$	2,400
Payroll liabilities	2,361			2,361		1,484
Deferred revenue	28,399			28,399		7,274
	33,160			33,160		11,158
NET ASSETS						
Net assets invested in capital assets	31,880			31,880		31,880
Unrestricted net assets	(861)	2,215	6,684	8,038		8,473
	31,019	2,215	6,684	39,918		40,353
	\$ 64,179	\$ 2,215	\$ 6,684	\$ 73,078	\$	51,511

APPROVED ON BEHALF OF THE BOARD:

 Board Member

Board Member

COMOX VALLEY COMMUNITY ARTS COUNCIL

STATEMENT OF OPERATIONS AND RETAINED EARNINGS

(Unaudited - see Review Engagement Report)

AT JUNE 30, 2017

	2017			2016
	General	Gaming	Total	Total
REVENUE				
Grants and contributions				
BC Arts Council	\$ 19,981	\$	\$ 19,981	\$ 16,431
City of Courtenay	1,206		1,206	5,000
Community Donations	14,774		14,774	4,952
CVRD	3,000		3,000	2,500
Federal Govt Grant	7,026		7,026	4,000
Gaming Proceeds		22,000	22,000	22,000
Elevate the Arts	21,833		21,833	26,464
Fundraising Events	1,719		1,719	3,532
Gallery Sales	25,918		25,918	17,456
Interest	4		4	34
Memberships	12,138		12,138	6,569
Other	10,538		10,538	12,378
	\$ 118,137	\$ 22,000	\$ 140,137	\$ 121,316
EXPENSES				
Advertising and promotion	\$	\$ 1,174	\$ 1,174	\$ 11,008
Bank charges and interest	1,094		1,094	368
Elevate the Arts	20,191		20,191	22,029
Gallery Costs - Artists				85
Gallery Costs - Operating		10,840	10,840	3,057
Office and miscellaneous	2,258		2,258	2,827
Professional fees	4,612		4,612	2,870
Rental	2,839		2,839	2,839
Special Projects	55,709		55,709	48,687
Wages and employee benefits	43,074		43,074	38,308
	129,777	12,014	141,791	132,078
EXCESS OF REVENUE				
OVER EXPENSES	\$ (11,640)	\$ 9,986	\$ (1,654)	\$ (10,762)

COMOX VALLEY COMMUNITY ARTS COUNCIL

STATEMENT OF CASH FLOWS
(Unaudited - see Review Engagement Report)

AT JUNE 30, 2017

(Unaudited - see Review Engagement Report)

	2017			2016
	General	Gaming	Total	Total
NET REVENUE	(11,640)	9,986	(1,654)	(10,762)
OPERATING ACTIVITIES				
Changes in non-cash working capital:				
Accounts receivable	\$ -	\$ -	\$ -	\$ 491
Payroll liabilities	877		877	607
Deferred revenue	23,270		23,270	600
GST recoverable	597		597	413
INCREASE (DECREASE) IN CASH	13,104	9,986	23,090	(8,651)
CASH, beginning of year	9,068	10,966	14,500	23,151
CASH, end of year	\$ 22,172	\$ 20,952	\$ 37,590	\$ 14,500

d) The Society follows accounting principles generally accepted for non-profit organizations. The resources and operations of the Society are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The General Funds accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and operating grants.

The Gaming Fund reports only restricted resources that are to be used for specific purposes as outlined by the granting authority.

The Endowment Fund reports resources contributed for endowment. Investment income earned on resources of the Endowment Fund is reported in the General Fund as per the restrictions imposed by contributors of the funds for endowment.

e) Change in accounting policy pertaining to the depreciation of assets. The change falls under the exception which does not require any retrospective changes to the financial statements in that the change would involve computations where the costs to perform the calculations outweigh the benefits of the calculations.

COMOX VALLEY COMMUNITY ARTS COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

(Unaudited - see Review Engagement Report)

1. PURPOSE OF THE NOT-FOR-PROFIT ORGANIZATION

The Comox Valley Community Arts Council was incorporated under the Society Act of British Columbia in 1967. The purpose of the Society is to promote and foster cultural, educational, and artistic activities in the Comox Valley. The Society is a registered charity under the Income Tax Act and accordingly is exempt from income tax legislation.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

- a) Accounts receivables are shown net of allowance for doubtful accounts.
- b) Inventory is measured at the lower of cost and net realizable value.
- c) The Society records purchased tangible capital assets at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution.
- d) The Society follows accounting principles generally accepted for non-profit organizations. The resources and operations of the Society are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The General Funds accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and operating grants.

The Gaming Fund reports only restricted resources that are to be used for specific purposes as outlined by the granting authority.

The Endowment Fund reports resources contributed for endowment. Investment income earned on resources of the Endowment Fund is reported in the General Fund as per the restrictions imposed by contributors of the funds for endowment.

- e) Change in accounting policy pertaining to the depreciation of assets. The change falls under the exception which does not require any retrospective changes to the financial statements in that the change would involve computations where the costs to perform the calculations outweigh the benefits of the calculations.

COMOX VALLEY COMMUNITY ARTS COUNCIL

3. ELEVATE THE ARTS

The Society operated as the Fiscal Agency of Record for "Elevate the Arts" - a non-registered arts group. All revenue and expenses that are classed "Elevate the Arts" reflect the activity of this arts group and their projects. All proceeds are held in trust for "Elevate the Arts" by the Society.

Dear Board Members,

The purpose of this letter is to outline the terms of my engagement to review the financial statements of Comox Valley Community Arts Council for the year ending June 30, 2017.

Objective, scope and limitations

This review engagement does not constitute an audit, and therefore does not provide assurance that I will become aware of any or all significant matters that might be identified in an audit. For example, it does not contemplate a study and evaluation of internal control, tests of accounting records and of responses to enquiries by obtaining audit evidence through inspection, observation or confirmation, or other procedures ordinarily performed during an audit. Accordingly, this review is not intended to, and will not, result in the expression of an audit opinion or the fulfilling of any statutory or other audit requirement. In addition, each page of the financial statements will be conspicuously marked "unaudited".

This engagement cannot be relied upon to prevent or detect fraud and error and other irregularities. The control over and responsibility for the prevention and detection of fraud and error remain solely with management.

Since we are not accepting this engagement as auditors, we request that you do not record this as an auditing engagement in the minutes of your shareholder's meetings. You may wish to obtain legal advice concerning (or contractual) audit requirements.

It is understood that:

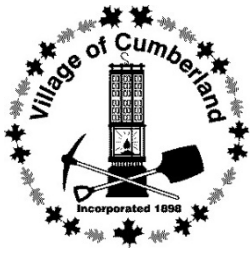
- a) you will provide the information required for us to complete this review,
- b) the responsibility for the accuracy and completeness of the representations in the financial statements remains with you,
- c) if our name is to be used in connection with the financial statements, you will attach our review engagement report when distributing the financial statements to third parties, and
- d) each page of the financial statements will be conspicuously marked "unaudited".

A review of financial statements conducted in accordance with Canadian generally accepted standards for review engagements is not designed to consider whether an entity's systems will continue to process information accurately. It is the responsibility of the company management to ensure the company's system continues in a satisfactory manner.

Unless unanticipated difficulties are encountered, my report will be substantially in the following form:

1

9.



Community Grant Program 2018 Application

Part A: Organization	
Name: Cumberland Community Schools Society (CCSS)	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 430 Cumberland, BC V0R 1S0	
Contact Person: Sue Loveless	Position: Executive Director
Phone: 250-336-8511 ext. 76611	Email: ccss.coordinator@gmail.com
Names of organization's directors: Andrew Nicoll Miriam de Mol Robyn Wilcox Arlo McCubbin Christopher Newell-Bate Hillary Bowen Bob Davies, Maggie Hodge-Kwan, Jason Robertson, Toby Reid and Erin McNamara	
How many members in the organization? 324	
What percentage are Cumberland residents? 90%	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: The Cumberland Community Schools Society (CCSS) exists to facilitate life-long learning, health and wellbeing through community partnerships and collaborative use of school and community resources for the benefit of our village. CCSS endeavours to increase and strengthen the links between our schools and the larger community by offering knowledge-sharing activities that bring together students, local service groups, volunteers, residents and community businesses. CCSS aims to provide a welcoming, accessible, and inclusive environment where residents of all ages are provided opportunities for educational, cultural, social	

and recreational activities.

Briefly outline the general services provided to Cumberland residents and/or the community:

CCSS provides a healthy food program, after-school programming and a drop in youth centre at Cumberland Community School, as well as life-long learning for all ages.

The healthy food program provides locally sourced lunches to students in grades K-9 at Cumberland Community School 4 days a week, with subsidies available for families in need. Free, high-quality after-school programming is offered 4 days a week in 3 sessions throughout the academic year. The CCSS Youth Centre provides a safe space for youth aged 11-15 to spend time after-school and in the evenings. Community Programming for residents of all ages provides support and adult education.

Part B: Grant Request

Grant Amount Requested:

2018: \$15,000
 2019: \$16,000
 2020: \$17,000
 2021: \$18,000

Value of In-kind Contributions Requested:

2018:
 2019:
 2020:
 2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: The CCSS Youth Centre provides a safe space for youth to spend time; offering programming, life skills, support services and opportunities for leadership. Now in its 3rd year of operation, the drop-in Centre is open to youth aged 11-15 three days a week, all year round, with a variety of activities and events planned throughout the year. Healthy snacks are available at no charge, along with an affordable concession. Two qualified staff are on site during opening hours to provide supervision, facilitation and information. The Centre plays an important front-line role by providing a place for youth to seek information and referrals to social services available in the Comox Valley.

In addition to the Youth Centre, CCSS offers structured after-school programming for youth including mountain bike club, trail building, short story writing and a fitness class.

If successful, grant funding would be directed toward Youth Centre operating costs (staff wages).

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: \$15,000/year

Benefit to funding full request: With this funding secured, CCSS could direct resources to improving the project, as well as maintaining other CCSS programs. A multi-year grant would help to ensure the sustainability of this program.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: The Youth Centre and youth programming are important investments in the health and wellbeing of youth, their families and by extension, the entire community. Research indicates that youth who participate in a youth centre or after-school programming engage in less risk-taking behaviours and show improvements in school attendance, academic performance, social behaviours, physical fitness and awareness of healthy lifestyle choices.

Program staff encourage youth to take on leadership roles and be more involved with their community. Youth engagement in local events has increased as a direct result of this program.

The program provides employment and volunteer opportunities for local residents.

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland’s residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: The Centre is open to all youth aged 11-15 in the Cumberland area. Conveniently located on the School campus, participants can either walk home or take a late school bus. Qualified staff ensure that youth with visible & invisible disabilities are welcome.

Structured youth programs are made accessible to all youth by removing common barriers to recreation. Programs are offered at no cost; sports equipment is made available to those who don't have their own; relationships are developed with vulnerable students who are encouraged to participate; and education assistants are provided to support special needs students.

Programs provide both employment and volunteer opportunities for residents.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: Participants purchase an annual membership at a cost of \$10/year, which includes unlimited drop-in visits. The fee is waived if necessary. Structured programming is offered at no cost.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: CCSS has been operating in the Village of Cumberland for 18 years. Working within the school, CCSS has established connections with children, youth and families. CCSS programs are often oversubscribed, and receive positive feedback from participants and family members. Anecdotal evidence from school staff and local residents indicates that these programs play a vital role in increasing the overall health & well being of children, youth and families. CCSS has a dedicated group of board members and volunteers, and long-standing relationships with local businesses and organizations. Please see attached letter of support from Cumberland Community School administration.

The organization has strong financial and administrative management.

Describe: CCSS has an established Finance Committee, which provides significant oversight of the organization's financial resources and administrative management. Processes are in place to develop and track the budget, and financial statements are reviewed and approved by the Board of Directors on a monthly basis. The Society's administrative costs are low, and expenses are kept on track or better than budget. Last year CCSS appointed an external accountant, Cloutier Matthews, to provide Notice to Reader statements and the related Charity Return.

The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: An average of 19 youth attend the Youth Centre each day, and up to 45 youth on special event nights. Over the past year, 71 youth purchased annual memberships and 80 youth participated in structured after-school programming.

The Youth Centre and programming also provides employment and volunteer opportunities for local residents. Over the past year CCSS has employed 13 local residents as youth workers and program leaders. Over the past year, 259 community members have volunteered their time with CCSS to help run programs and events.

The Comox Valley community has shown overwhelming support for the Youth Centre through donations of food, supplies, equipment as well as financial contributions.

Financial Need

Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Over the past 5 years student enrollment at Cumberland Community School has increased by 25%. As a result, demand for CCSS programs is increasing and the cost of operating is escalating. Multi-year funding for Youth Centre operating costs would ensure that this program continues to be successful. Financial statements for the year ending August 31, 2017 show a cash balance of \$46,448. This is a combination of funds received in advance, accounts payable and retained earnings from previous years. With our 2 major fundraising events spread throughout the year, the retained earnings are

in place to ensure the organization has the ability to manage cash flows throughout the year.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years
- Describe: CCSS is requesting \$15,000 for 2018, \$16,000 for 2019, \$17,000 for 2020 and \$18,000 for 2021, which is 8% of the organization's total operating budget.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.
- Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.
- Describe: CCSS has secured other sources of funding and in kind contributions for the Youth Centre. The School District contributes \$10,800/year, and in kind use of facilities at a cost of \$12,000/year, for a total of \$22,800 in 2018. Other sources of funding include individual donations, fundraising events, revenue from a weekly BINGO night, grant funding (Province of BC Community Gaming Grant and United Way Central & Northern Vancouver Island), with a projected total of \$25,000 in 2018.
- CCSS will continue to seek out funding from a variety of sources. A Cumberland grant of multi-year funding would ensure the project is sustainable, and help to provide leverage for future funding requests.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.
- Financial grant: 2015- \$10,000, 2016- \$15,000, 2017- \$15,000. Operating grants for Youth Centre.
- Property tax exemption for the land/building that the organization occupies:
- Facilities and/or land provided by the Village at no charge:
- Public works services at no charge:
- Other in-kind contributions: Support of our Santa's Breakfast fundraiser: use of CRI hall/kitchen, Mayor & Council volunteering.
- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: Executive Director

Printed name: Sue Loveless

Date: February 27, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Rachel Parker

Subject: FW: Cumberland grant application

From: CumberlandCommunity SchoolsSociety [mailto:ccss.coordinator@gmail.com]

Sent: Thursday, March 01, 2018 1:07 PM

To: Rachel Parker <rparker@cumberland.ca>

Subject: Re: Cumberland grant application

Hi Rachel,

Thanks for your email. I appreciate you asking for clarification. In re-reading my response I can see how it could be misunderstood.

Any Village grant funding would go directly toward staff wages for the Youth Centre and allow us to maintain the current level of service. This grant funding would not go toward improving the project or other programs.

I was trying to convey that Village grant funding (especially multi-year funding) of \$15,000/year would provide us with the assurance and confidence to maintain the current level of service. If we know that we have the funding in place to maintain the current level of service, we are not having to constantly fundraise simply to keep the Youth Centre open. This allows us to direct other resources (ie. CCSS staff time and revenue from fundraising events) to improving the program, or toward maintaining other programs (lunch and after-school). If we do not receive the full \$15,000 in grant funding, we either reduce Youth Centre hours, or find funding elsewhere. Securing funding takes time and resources, which could potentially impact other CCSS programming. It is challenging to find funding through grants and foundations that will fund operating costs like staff wages. A lot of grant funding is earmarked for new programs, or buying supplies and equipment. There is no assurance that we would be able to secure funding elsewhere. In addition, Village funding helps us to leverage other funding. Having the support of the local municipality shows that they have confidence in the value of our program, and gives potential funders confidence.

I hope this clarifies my response. I can give you a call if that helps?

I appreciate how difficult it must be with the program oversubscribed by almost \$50,000.

Kind regards,
Sue

Youth Centre Operating Budget 2018- 2021 (calendar year)

	2018	2019	2020	2021
Revenues				
User Fees	600	600	600	600
Concession Sales	3,300	3,366	3,433	3,502
SD # 71 Youth Centre Funding	10,800	10,800	10,800	10,800
BC Community Gaming Grant	2,000	2,000	2,000	2,000
United Way Grant Funding	4,000	4,000	4,000	4,000
Fundraisers	10,000	10,000	10,000	10,000
Donations	9,000	9,000	9,000	9,000
Rent- School District In Kind Donation	12,000	12,240	12,485	12,734
Total Revenue	51,700	52,006	52,318	52,636
Operating Expenses				
Staff Wages (Youth Workers, Program Coordinator, Executive Director)	43,037	43,898	44,776	45,671
Rent	12,000	12,240	12,485	12,734
Youth Centre Supplies & Healthy Snacks	2,340	2,387	2,435	2,483
Youth Centre Concession	2,940	2,999	3,059	3,120
Youth After-School Programming (Instructors & Supplies)	1,680	1,714	1,748	1,783
Staff Professional Development	250	255	260	265
Marketing and Communication	1,733	1,768	1,803	1,839
Accounting/Bookkeeping	2,070	2,111	2,154	2,197
Insurance, Dues, Bank fees	639	652	665	678
Total Operating Expenses	66,689	68,023	69,383	70,771
Net Income	(14,989)	(16,017)	(17,065)	(18,134)

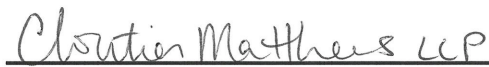
Notes: Expenses take into account 2% inflation rate per year.

CUMBERLAND COMMUNITY SCHOOLS SOCIETY
Financial Statements
Year ended August 31, 2017
(Unaudited - see Notice to Reader)

Notice to Reader
Statement of Financial Position
Statement of Operations and Changes in Net Assets
Statement of Cash Flow
Notes to Financial Statements

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Cumberland Community Schools Society as at August 31, 2017 and the statement of operations, changes in net assets, and cash flows for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.



Chartered Professional Accountants

Courtenay, B.C.

November 7, 2017

CUMBERLAND COMMUNITY SCHOOLS SOCIETY
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2017
(Unaudited)

	2017	2016
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 46,448	\$ 40,927
Accounts receivables	-	319
GST receivable	1,265	1,156
Prepaid expenses	250	500
	47,963	42,902
EQUIPMENT		
	-	9,437
	\$ 47,963	\$ 52,339
<u>LIABILITIES</u>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 4,728	\$ 2,539
Deferred contributions (Note 3)	26,797	23,404
	31,525	25,943
<u>NET ASSETS</u>		
UNRESTRICTED	16,438	26,396
	\$ 47,963	\$ 52,339

On behalf of the Board



CUMBERLAND COMMUNITY SCHOOLS SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
YEAR ENDED AUGUST 31, 2017

	<u>2017</u>	<u>2016</u>
REVENUE		
SD#71 Grant	\$ 30,800	\$ 30,830
BC Gaming Grant	12,791	16,450
Village of Cumberland Grant	15,000	7,500
Other Grants	4,522	1,126
Programs (Note 4)	45,324	36,744
Donations	29,576	27,455
Fundraising, net	42,991	40,300
	<u>181,004</u>	<u>160,405</u>
EXPENSES		
Advertising and promotions	5,546	4,835
Bank charges	839	731
Computer expenses	474	-
Food supplies	40,400	35,083
Insurance	560	510
Office expenses	734	3,490
Professional development	602	690
Professional fees	5,987	3,050
Program costs	17,966	21,214
Repairs and maintenance	1,722	-
Salaries and benefits	106,695	81,990
	<u>181,525</u>	<u>151,593</u>
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES BEFORE OTHER ITEMS	(521)	8,812
OTHER ITEMS		
Loss on write-down of equipment	(9,437)	-
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	(9,958)	8,812
OPENING NET ASSETS	<u>26,396</u>	<u>17,584</u>
CLOSING NET ASSETS	<u>\$ 16,438</u>	<u>\$ 26,396</u>

CUMBERLAND COMMUNITY SCHOOLS SOCIETY
STATEMENT OF CHANGES IN CASHFLOWS
YEAR ENDED AUGUST 31, 2017

	2017	2016
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Shortfall of revenue over expenses	\$ (9,958)	\$ 8,812
Add: loss on write-down of assets	9,437	
Changes in non-cash working capital balances:		
Accounts receivables	319	(319)
GST receivable	(109)	(304)
Prepaid expenses	250	10
Accounts payables and accruals	2,189	1,721
Deferred revenue	3,393	(668)
	5,521	9,252
CHANGE IN CASH		
OPENING CASH BALANCE	40,927	31,675
CLOSING CASH BALANCE	\$ 46,448	\$ 40,927

CUMBERLAND COMMUNITY SCHOOLS SOCIETY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED AUGUST 31, 2017
(Unaudited - see Notice to Reader)

1. PURPOSE OF THE ORGANIZATION

Cumberland Community Schools Society (CCSS) works in partnership with Cumberland Community School, community groups and volunteers to provide educational and support services for students and local residents in Cumberland, British Columbia. CCSS is a Registered Charity under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following policies:

(a) Revenue recognition

CCSS follows the deferral method of accounting for revenues.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Program revenues are recorded when funds are received.

Fundraising and donation revenue is recorded when the funds are received, unless specified for a specific purpose at the time the donation in which case the revenue is deferred until spent for the specified purpose.

(b) Use of estimates

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the period in which they become known.

Estimates included in these financial statements consist of certain accrued liabilities.

(c) Donated services

CCSS would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling and determine the fair value of these hours, contributed services by volunteers are not recognized in the financial statements.

CUMBERLAND COMMUNITY SCHOOLS SOCIETY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED AUGUST 31, 2017
(Unaudited - see Notice to Reader)

3. DEFERRED CONTRIBUTIONS

	<u>2017</u>	<u>2016</u>
Opening balance	\$ 23,404	\$ 30,796
Plus contributions received during the year	43,560	61,993
Less contributions expended during the year	<u>(40,167)</u>	<u>(69,385)</u>
Ending deferred balance	<u>\$ 26,797</u>	<u>\$ 23,404</u>

The ending balance is comprised of:

SD#71 funding	\$ 560	\$ -
BC Gaming	11,237	8,028
Village of Cumberland - Youth Centre grant	15,000	15,000
Skatepark	<u>-</u>	<u>376</u>
	<u>\$ 26,797</u>	<u>\$ 23,404</u>

4. PROGRAM REVENUES

Program revenues consist of the following community programs:

	<u>2017</u>	<u>2016</u>
Lunch program	\$ 39,705	\$ 30,133
Community program	1,855	3,381
Youth Centre	<u>3,764</u>	<u>3,230</u>
	<u>\$ 45,324</u>	<u>\$ 36,744</u>

	09/01/2016- 08/31/2017 Budget Previous Fiscal Year	09/01/2016- 08/31/2017 Actuals Previous Fiscal Year	09/01/2017- 08/31/2018 Budget Current Fiscal Year
REVENUES			
Funding			
SD#71 Operating Funding	20,000	20,000	20,000
SD#71 Youth Centre Funding	10,800	10,800	10,800
BC Community Gaming Grant	14,693	12,791	16,000
Village of Cumberland Grant	15,000	15,000	5,000
Grant Funding (Various)	4,855	4,522	4,500
Total Funding	65,348	63,113	56,300
Expected Income			
Lunch Sales (net of subsidy)	39,369	39,705	40,824
Youth Centre Memberships	600	470	600
Youth Centre Concession	2,990	3,295	3,300
Community Programs	2,015	1,855	1,500
Fundraising Events (net)	43,000	42,993	44,000
Donations	28,540	29,577	27,500
Total Expected Income	116,514	117,895	117,724
TOTAL REVENUE	181,862	181,008	174,024
EXPENSES			
Program Delivery			
Food Program (food, supplies & equipment)	39,673	44,040	42,806
After-School Program Leaders and Supplies	8,218	8,330	8,100
Youth Centre (Supplies, Food, Programming)	9,396	9,250	6,960
Community Programming	2,956	4,985	2,850
Staff Wages- Lunch Coordinator, Program Coordinator, Youth Workers, Executive Director	105,372	100,177	105,999
Total Program Delivery Expenses	165,615	166,782	166,715
Administrative Costs			
Advertising, Communication, Donor Development	5,426	5,546	5,775
Board & Staff Development/ Meetings	875	608	1,500
Accounting/ Bookkeeping	6,574	5,987	6,900
Bank Charges/POS Fees	684	839	1,140
Dues/Insurance	799	827	810
Office Supplies/Computer Equipment	1,310	940	1,040
Total Administrative Expenses	15,668	14,747	17,165
TOTAL EXPENSES	181,283	181,529	183,880
Net Income	579	(521)	(9,856)

Notes re. current fiscal year budget. Village Grant Funding ended Dec 31, 2017. If this application for grant funding is successful, net income for current fiscal year will be \$144.



Cumberland Community School

Box 430, 2674 Windermere Ave
Cumberland, BC, V0R1S0
Phone: (250)-336-8511 / Fax: (250)-336-8460
www.cumberlandschool.ca

February 20, 2018

To Whom It May Concern:

We are pleased to write this letter in support of the Cumberland Community Schools Society (CCSS). The Society has been operating in partnership with the school for 18 years and has become an integral part of Cumberland Community School and the Cumberland community. CCSS offerings to Cumberland residents have steadily increased over the last eighteen years to include a healthy lunch program that currently serves an average of 2,700 meals/month to students in Kindergarten to Grade 9. CCSS provides 22% of these healthy lunches at no cost to students in need. They provide free after school programming, including snacks, to students four days per week to students in Grade K-9. The Society operates a drop-in Youth Centre for Cumberland teens, providing a safe space for youth to spend time after-school and in the evenings. The Youth Center is in its third year of operation. It is a popular spot averaging 19 students a day and up to 40 youth on special event nights.

CCSS has also reached out to the Cumberland Community to offer programs and workshops to adults both during the day and in the evenings. CCSS services the community at large by providing adult education and support services, including a support group for moms with young children.

The Village of Cumberland is a unique community with some challenges. There are many low-income families and the village is geographically isolated from the larger Comox Valley area. This makes it difficult for residents to take part in community offerings easily accessible to those in Courtenay and Comox.

The work of the Cumberland Community Schools Society has ensured that students in Cumberland have access to healthy food choices, recreational programs and learning opportunities beyond the classroom, all of which greatly affects the overall well-being of children and families in Cumberland. This work plays a vital role in increasing the overall health of our community.

If you have any questions, or if we can help in any way to support the Cumberland Community Schools Society, please contact us at 250-336-8511.

Sincerely,

Tracey Croonen
Principal
Cumberland Community School



Community Grant Program 2018 Application

Part A: Organization	
Name: Cumberland Culture and Art Society	<input checked="" type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 1275 Cumberland V0R 1S0	
Contact Person: Diana Paige	Position: President
Phone: 250 650 8893	Email: dipaige@gmail.com
Names of organization's directors: Diana Paige Kevin Flesher Zoe Cooper Mark Schwartz Tereza Tomek Heather Thomson	
How many members in the organization? 100?	
What percentage are Cumberland residents? 80%	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: The CCAS was founded in 2003 The purposes of the society are: a) To develop a cultural and arts space within a heritage building in the village of Cumberland. b) To provide opportunities for community education and growth in the visual and performing arts. c) To provide similar and related services as determined by the membership in order to continue a legacy of the arts and culture in Cumberland.	

Briefly outline the general services provided to Cumberland residents and/or the community:

The CCAS organizes, sponsors and promotes Arts and Cultural events in Cumberland. Over the past fifteen years we have organised and held Art and Drama shows, ongoing biweekly or monthly Folk nights and participated at community events such as the Lantern Festival, Empire Days and the Heritage Festival.

Most recently, we have commissioned, organized and fundraised to have a mural painted on the Telus exchange building on Dunsmuir Ave. We host bi-weekly sketching classes at the Abbey Studio and the Cumberland Commando Choir, and we sponsor the improv soap opera Dodgewood, which is in its sixth season with Pleasure Craft Productions. We sponsored the Cascadia Poetry festival which ran in September 2017.

We also created the Woodstove Festival, which will be celebrating its third year next November. This festival has attracted attendance from artists and patrons from all over BC and is poised to become a major fixture on the BC musical festival circuit.

Part B: Grant Request

Grant Amount Requested:

2018: 2500 *5000*
 2019: 2500 *5000*
 2020: 2500 *5000*
 2021: 2500 *5000*

Value of In-kind Contributions Requested:

2018:
 2019:
 2020:
 2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: To help support our ongoing projects in the community

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: *2000 per year*

Benefit to funding full request: *ability to fund new initiatives*

*eg. Lantern Workshops
 sponsoring youth for Reel Youth Film Festival*

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: Support tourism through parks and recreation, heritage, and environmental

conservation
Community Accessibility
<p><input checked="" type="checkbox"/> The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers</p> <p>Describe: All of our events and programs are intended to benefit all citizens of Cumberland</p>
<p><input checked="" type="checkbox"/> The service has no fee to participate OR assistance is available for those with limited income.</p> <p>Describe: Our events are always low cost, no-cost or by donation. The fees we charge are to cover costs. Many locals volunteered for the Woodstove Festival, and were able to attend for free. Many events are held for community enjoyment and participation and no profit is expected.</p>
Organization Reliability and Community Support
<p><input checked="" type="checkbox"/> The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.</p> <p>Letters of support may be included in the application.</p> <p>Describe:</p>
<p><input checked="" type="checkbox"/> The organization has strong financial and administrative management.</p> <p>Describe: Our financial officer Mark Schwartz has prepared a financial statement which is attached.</p>
<p><input checked="" type="checkbox"/> The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.</p> <p>Describe: Our sketching classes are well attended, usually ten to twelve artists every session. The Woodstove festival brought out people in the hundreds, and other ventures, such as mural painting, provide benefit to the whole community. The soap opera theatre productions involve participants of all ages, as well as appealing to a cross section audience. The Cascadia Poetry Festival brought participants from Washington State and the Lower mainland.</p>
Financial Need
<p><input type="checkbox"/> Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.</p> <p>Describe: We are a non-profit operating on a low budget and hold seed money in reserve for the Woodstove festival. We need ongoing funds for rentals of venues to provide our drawing classes and the theatre productions. We need to rent lighting</p>

equipment, and purchase materials to be covered for lantern making, craft days and participatory workshops.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe:

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.
Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe:

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

- Financial grant:

- Property tax exemption for the land/building that the organization occupies:

- Facilities and/or land provided by the Village at no charge:

- Public works services at no charge:

- Other in-kind contributions:

- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: President

Printed name: Diana Paige

Date: Feb 23 /2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Woodstove Festival 2017 Financial Report

EXPENSES	AMOUNT	DETAILS	PROFITS
Advertising	499.54	Gas for posting, posters, fb advertising, programs, graphic design	Vendor Payments 500
Weekend Operating Expenses/Supplies	1481.52	Green team supplies, decorating supplies, cups, website hosting and domain, festival printer, wristbands, grant consulting,	Pre-festival Fundraiser 500
Bar Expenses	1355.29	Liquor Licence,	Online Sales 6512
Refunds	93		Weekend Cash 14441.75
Sound Expenses	1505.84	Sound tech stipend, gear rental L &M,	Silent Auction 82
Artist Fees	11541.5		
Artist Kitchen	1119.57	Artist kitchen expenses	
Venue Rentals	1425.25	Abbey, Cultural Center, Museum, Masonic hall	
Festival Merch	877.17	Second hand clothing, screen printing	
TOTAL	-19,898.68		22,035.75
SEED \$ from 2017		2137.07	
SEED \$ Left from 2016		2000	
TOTAL SEED FOR 2018		4137.07	

Woodstove Festival 2018 Budget

Artist Fees	-15,000
Operating Expenses 2018 (Advertising, sound, bar, artist kitchen, other)	-9000
Fundraisers	1000
Grant funding	2000
Seed Fund	4000
Expected Revenue 2018 (ticket sales, merch, raffle, silent auction, bar)	22,000
Seed for 2019	-5000

Cumberland Culture and Arts Society

Statement of Financial Position

December 31, 2017

Assets

Cash	\$	4617.46
Tools and appliances		1220.73
		<hr/>
Total Assets		<u>5838.29</u>

Liabilities

Accounts Payable		<u>313.00</u>
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Net Assets

Net assets internally restricted for general purposes		<u>5341.99</u>
		<u>5838.29</u>

Cumberland Culture and Arts Society
Statement of Operations and Expenses

Year ended December 31, 2017

Revenues

Miscellaneous Revenue	\$4560.64
Festival Revenue	<u>14359.66</u>
	<u>18920.30</u>

Expenses

Operating Expenses	4993.27
Festival Expenses	<u>16751.94</u>
	<u>21745.21</u>

Excess (deficiency) of revenues over expenses (2824.91)

Jessica Hextall

From: Kevin Flesher <kevin.flesher@gmail.com>
Sent: Wednesday, February 28, 2018 10:44 AM
To: info
Subject: CCAS grant Application

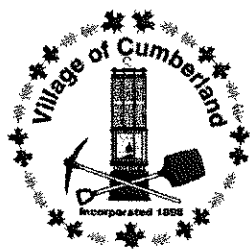
Hi there,

Would you mind to please amend the CCAS grant application for the amount of 5000\$ instead of 2500\$

--

Kevin Flesher
Cumberland, BC
(250) 898 7215

/tmp/PreviewPasteboardItems/CSWM_colour.jpg



Community Grant Program 2018 Application

Part A: Organization	
Name: Cumberland Empire Events Society	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 460, Cumberland BC V0R 1S0	
Contact Person: Leann Anderson	Position: Treasurer
Phone: 250-331-1832	Email: leannbc250@gmail.com
Names of organization's directors: Georgina Sadler, Chair Nancy McGraw, Vice-Chair Marianne Bell, Secretary Leann Anderson, Treasurer	
How many members in the organization? 18	
What percentage are Cumberland residents? 72	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input checked="" type="checkbox"/> Seniors services <input checked="" type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: The purposes of the society are: -To celebrate Queen Victoria's Birthday throughout the week in May with many activities. -To raise funds throughout the year to support the May week activities. -To bring other organizations (Events committees) within the Village under one organization.	
Briefly outline the general services provided to Cumberland residents and/or the community:	

All Village organizations have easy access to event insurance, equipment, tents, tables and volunteers. The following events are provided insurance coverage by our poolcity; Lantern Festival, Heritage Faire, Big Truck Christmas Parade and Thunderballs fundraiser for skateboard park. This allows these events to have a higher success rate by significantly reducing their costs

Part B: Grant Request

Grant Amount Requested:

2018: 3,979.00
 2019: 3,979.00
 2020: 3,979.00
 2021: 3,979.00

Value of In-kind Contributions Requested:

2018: 7,990.00
 2019: 7,990.00
 2020: 7,990.00
 2021: 7,990.00

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: We could not continue the May week events without the Village in kind Public Works and Facilities Grant. Fundraisers and donations do not cover the costs to provide our current events. The General operating funds request is to pay our annual Insurance premium.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: In-kind Public Works & Facilities

Benefit to funding full request: It will allow us to continue Public Works needs to replace, repair & determine new purchases, enhance our events and continued insurance coverage for other Village organizations.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application.

The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: Our events further the OCP by; Engaging the Community, Heritage Preservation and Tourism attractions. Our events have a proven record of stimulating the business economy. We have partnered with Cumberland Recreation & Cumberland Legion to maintain & enhance activities.

Community Accessibility
<p><input checked="" type="checkbox"/> The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers</p> <p>Describe: Our events, for all ages, as participants, spectators & volunteers are; Washoe & Cinch Tournaments, Fashion Show, May Queen Party, Parade, Childrens entertainment and activities. We support the Lantern Festival, Heritage Fare, Christmas Truck Parade and skateborad park's Thunderballs event.</p>
<p><input checked="" type="checkbox"/> The service has no fee to participate OR assistance is available for those with limited income.</p> <p>Describe: Our free events are; Parade, May Pole, May Pole Ledgens, Soccer Games, Childrens races & craft activities, park stage Entertainment & Bicycle Draw. We provide a stipend for the May Queen Party, Childrens Races and Childrens May Pole participants.</p>
Organization Reliability and Community Support
<p><input checked="" type="checkbox"/> The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.</p> <p>Letters of support may be included in the application.</p> <p>Describe: Celebrating Cumberland's 130th year of this tradition; with Comox Valley residents participating, volunteering & attending.</p>
<p><input checked="" type="checkbox"/> The organization has strong financial and administrative management.</p> <p>Describe: Our events are a strong economic contribution to Cumberland businesses, many support us. Administrative management is directed by Board & Committee vote.</p>
<p><input checked="" type="checkbox"/> The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.</p> <p>Describe: Our success is due to the Cumberalnd residents participation; by volunteering, donating services & goods and attending our fundraising events held throughout the year.</p>
Financial Need
<p><input checked="" type="checkbox"/> Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.</p> <p>Describe: We have no cash reserves. The funds we have are used for event start up costs, fundraising costs, and operating costs. Our cash reserve also includes our yearly Insurance premium, if we receive this grant request the insurance reserve will be used for equipment maintenance, repairs, purchases and to enhance events.</p>
<p><input checked="" type="checkbox"/> For an operating funding application, the organization is requesting no more than 50% of its</p>

operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: Many donations we receive are specified by donors for a specific event ie: childrens event, parade prize, etc. The amount we receive from our fundraising minus operating costs determines what free events we are able to provide.

The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: We have no other confirmed sources of funding.

Part E: Previous Community Contribution

The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

Financial grant:

Property tax exemption for the land/building that the organization occupies:

Facilities and/or land provided by the Village at no charge: 725.00

Public works services at no charge: 7,265.00

Other in-kind contributions:

Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature: *Leann Anderson*

Position: Treasurer

Printed name: Leann Anderson

Date: January 25, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Cumberland Empire Events Society
Balance Sheet
As of December 31, 2017

ASSETS

Current Assets:

Chequing	17,442.09
Equity Shares	25.00
Total Checking	<u>\$17,467.09</u>

Fixed Assets:

Audio Equipment	1,200.00
Computers, Printers, Camera	1,000.00
Tables	750.00
Tents	450.00
Total Equipment	<u>\$3,400.00</u>

TOTAL ASSETS

\$20,867.09

LIABILITIES & EQUITY

Current Liabilities:

Accounts Payable - Insurance	3,979.00
Lantern Festival Funds	1,728.27
Total Current Liabilities	<u>\$5,707.27</u>

Equity:

Opening Balance	11,869.96
Retained Earnings	3,844.86
Net Profit/Loss	-555.00
Total Equity	<u>\$15,159.82</u>

TOTAL LIABILITIES & EQUITY

\$20,867.09

Cumberland Empire Events Society

2017 Income Statement

December 31, 2017

INCOME

Village Grant:	
Public Works	7,265.00
Facilities	725.00
Insurance	3,373.00
Fundraisers	21,229.13
Donations	1,925.00
Parade/Park	4,190.00
May Queen Party	500.00
Operating: Dues & Credit Union Share	<u>17.13</u>

TOTAL INCOME \$39,224.26

EXPENSES

Village Grants	11,363.00
Fundraisers	8,209.02
Parade/Park	4,416.88
May Queen Party	1,042.91
Operating Cost	904.23
Advertising	366.85
Additional Insurance:	
Directors Liability	555.00
* Increased Liability to \$5 million	606.00

TOTAL EXPENSES \$27,463.89

PROFIT \$11,760.37

* per Village request

Cumberland Empire Events Society
2018 Budget

Insurance: Event Liability (renew 3/31/2018)	3,373.00	
Increase Liability	606.00	
Total Insurance		3,979.00
Village Public Works	7,265.00	
Village Facilities	725.00	
In-Kind Total		7,990.00
2018 Directors Liability (renew 12/1/2018)	555.00	
Advertising	1,000.00	
May Queen Party	1,500.00	
Bank Fees annual	42.00	
Storage Unit fee annual (due 8/1/2018)	635.00	
Misc. printer cartridge, copies, postage	200.00	
Parade Prizes	600.00	
Park Security	800.00	
Park Porta Potty's	400.00	
Park Beer Gardens	4,000.00	
Free Bicycle Draw	700.00	
Children's Activities, races, may pole, CRI	1,200.00	
130 Years Celebration Reception	1,500.00	
Family Concert	5,000.00	
Total Expenses	\$30,101.00	
Cash Bank Balance	17,467.09	
Lantern Festival Funds	-1,728.27	
Cash Available	\$15,738.82	

**Cumberland Empire Events Society
2018 Event for Insurance Renewal March 1, 2018**

"Celebrating 130 Years"

DAY	DATE	EVENT	TIME		LOCATION	ATTENDANCE
Friday	Feb or March 2019	WASHOE TOURNAMENT	6:00 PM	10:00 PM	CRI Hall	200
Saturday	February 2019	LANTERN FESTIVAL:				
		Labyrinth	10:00 AM	4:00 PM	Cultural Centre	100
		Walking Parade	6:00 PM	6:30 PM	Village Sq to Park	50
		Entertainment & Lantern Release	6:30 PM	8:00 PM	Village Park	300
		HERITAGE FARE	9:00 AM	4:00 PM	Cultural Centre	300
Wednesday	May 16, 2018	FASHION SHOW & TEA	6:00 PM	9:00 PM	CRI Hall	150
Saturday	May 19, 2018	130th YEAR RECEPTION	2:00 PM	5:00 PM	Cultural Centre	150
		FAMILY CONCERT	6:00 PM	9:00 PM	Village Sq/Dunsmuir	400
Sunday	May 20, 2018	BEER GARDEN	12:00 PM	6:00 PM	Village Park	200
		MAY POLE LEGENDS & Challenge	1:00 PM	2:00 PM	Village Park	50
		GOLF HOLE IN ONE	1:30 PM	3:00 PM	Village Park	100
		SOCCER GAMES: Old Timers, Kids	2:00 PM	4:00 PM	Village Park	150
Monday	May 21, 2018	THUNDERBALLS	9:00 AM	9:45 AM	Dunsmuir Ave	4,000
		PARADE	10:00 AM	10:30 AM	Dunsmuir Ave	4,000
		MAY QUEEN CROWNING	10:30 AM	11:00 AM	Village Park	3,000
		MAY POLE	11:00 AM	11:30 AM	Village Park	3,000
		BEER GARDEN	11:00 AM	4:00 PM	Village Park	400
		Stage ENTERTAINMENT & Bicycle Draw	12:00 PM	3:00 PM	Village Park	500
		CHILDREN'S RACES	1:00 PM	2:00 PM	Village Park	150
Saturday	December 1, 2018	CHRISTMAS TRUCK PARADE	6:00 PM	8:00 PM	Village Sq/Dunsmuir	500

liquor exposure

liquor exposure

liquor exposure

liquor exposure

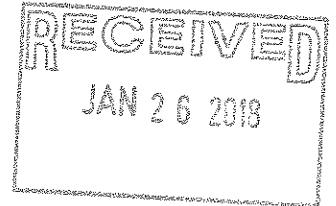
CRI HALL 2665 Dunsmuir Avenue
 Culture Centre 2674 Dunsmuir Avenue
 Village Park Dunsmuir Avenue
 Village Square Dunsmuir Avenue



Cumberland Empire Events Society

PO Box 460
Cumberland, BC V0R 1S0
Fax: 336-2321

*130th Victoria Day Celebrations
May 16th to May 21th, 2018*



January 26, 2018

Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland, BC V0R 1S0

Dear Mayor Baird and Councillors:

Please find attached our 2018 Village Grant Application for your consideration.

We are grateful for your past support:

The In-Kind Public Works and Facility Fees Grant for \$7,990.00

Our Insurance Premium Grant in the amount of \$3,373.00

Last year the cost to fund our events was \$16,000.00; this amount does not include the grants we received from the Village.

With the Villages' assistance we have been able to maintain the Victoria Day traditions. The Village paying our Insurance Premium for the past two years has reduced financial pressure and allowed us to concentrate on building our Society with talented and skilled volunteers, increase our partnerships with other Village organizations, make necessary purchases and enhance the celebrations. We look forward to the future with a strong Society to continue community engagement for the resident, businesses and visitors.

I would also like to take this opportunity to sincerely thank your Office Staff, Public Works and Recreation departments' staff for their support to our Society; their above and beyond duty attitude encourages us and improves our success.

If you require any further information please do not hesitate to contact me, mobile # 250-331-1832.

Best Regards,

Leann Anderson
Treasurer



Community Grant Program
2018 Application

Part A: Organization	
Name: Comox Valley Farmers Market Association	<input checked="" type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 3301 Courtenay BC V9N 5N5	
Contact Person: Twila Skinner	Position: General Manager
Phone: 250 650 8544	Email: info@cvfm.ca
Names of organization's directors: Mariette Slutyer (President) Alex Long (Treasurer) Sharon Janzen (Secretary) Lia McCormick Selina Drew George Erhler Brian McCormick Will Bruce	
How many members in the organization? 99	
What percentage are Cumberland residents? 5	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: To promote the economic health of the local farm community, and To provide quality locally grown farm products, and To educate the community in agricultural issues, and To promote local agriculture.	

Briefly outline the general services provided to Cumberland residents and/or the community:
 The Cumberland market provides a healthy , family oriented community gathering place that helps improve access to fresh , locally grow and produced food. It helps to develop small scale food producers in Cumberland and helps to support existing businesses in the area by drawing in shoppers. The Cumberland Market Nutrition coupon program associated with the market provides coupons to community members in need, including seniors and children, allowing access to healthy locally grown produce and meat that they may not normally be able to purchase.

Part B: Grant Request

<p>Grant Amount Requested:</p> <p>2018: 6250</p> <p>2019: 6500</p> <p>2020: 6500</p> <p>2021: 6500</p>	<p>Value of In-kind Contributions Requested:</p> <p>2018:</p> <p>2019:</p> <p>2020:</p> <p>2021:</p>
--	--

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: To support the Cumberland Market Nutrition Coupon Program

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 3000

Benefit to funding full request: The benefit of the full money will mean more families in need within Cumberland will be able to access healthy fresh, local produce and meat.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term "service" is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council's current strategic priorities without duplicating municipal services.

Search "OCP" at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search "strategic" at cumberland.ca to view Council's Strategic Priorities.

Describe: The market is a self contained public event that helps with the economic development, tourism, local food production, food security and community well being of the Village of Cumberland.

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: The Cumberland Market is currently located in the Village Square in the heart of Cumberland where is accessible to the public and is a family firendly event. Most customers are local residents or tourists visiting Cumberland.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: There is no fee to the general public; however ,there are fees associated with becoming a vendor at the market. There is a nutrition Coupon program available to families in need to give access to healty fresh local produce and meat.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: The Cumberland Market has been running since 2016. Approximatey 200 people attend this market each week and as the market develops it is hoped that attendance will also increase. During this time we have been able to give access to over 100 Cumberland families acces to healthy, local procuce and meat. There is demand to have the coupon program increased in order to help more families.

- The organization has strong financial and administrative management.

Describe: The Comox Valley Farmers Market has been operating since 1992 and has two other sucessful markets, the Saturday year round market and the Wednesday downtown market. Through this time we have been able to maintian a strong financial and administrative approach to running sucessful farmers markets in the Comox Valley.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: In addition to vendors that reside in Cumberland, there are on average 200 plus people that attend the market each week. There are over 100 families that participate in the nutrition program that help give access to residents of Cumberland that may not normally be able to attend. We have also received some funding from local businesses to help with the coupon programs.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: There is a great demand to have fresh local food available to residents of Cumberland. Food security and carbon emissions/environmental impacts of food is an important issue as global warming and drought are decreasing availability and increasing costs of food. As weather is not always predictable, it is hard to know when years of low food production will occur. As a result the CVFMA retains funds to support its operations should an event occur that prevents farmers from producing food. Funds for programs such as the nutrition coupons need to be obtained from other sources in order to be effective in helping as many residents as possible.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: The operating cost would include the cost of a market coordinator for the Cumberland Market, advertising, signage, and Kids' table expenses. This is separate from the coupon program.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: The CVFMA has other confirmed sources of funding for the Cumberland Market Nutrition Coupon Program. Currently we have received \$2500 from Peninsula Coop. The nutrition coupon program is contingent on receiving enough grant funds to maintain the current level of participants. If additional funds are available, more participants would be apart of the coupon program.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.
- Financial grant: \$0
 - Property tax exemption for the land/building that the organization occupies: \$0
 - Facilities and/or land provided by the Village at no charge: N/A
 - Public works services at no charge: N/A
 - Other in-kind contributions: \$0
 - Other: N/A

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:



Position: General Manager

Printed name: Twila Skinner

Date: February 28, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Comox Valley Farmers Market Association Balance Sheet As at Nov 30, 2016

ASSET

Current Assets

Petty Cash	216.38	
Wooden Nickel Float	2,000.00	
CCCU Equity Shares	5.11	
CCCU Legacy Account	14,494.67	
CCCU Chequing Account	58,834.11	
Suspension Account	-42.40	
Total Cash	<u>75,507.87</u>	
Prepaid Expenses	3,746.10	
Total Current Assets		<u><u>79,253.97</u></u>

Inventory Assets

Inventory- Market Bags	1,117.25	
T-Shirts	293.00	
Total Inventory Assets		<u><u>1,410.25</u></u>

Capital Assets

Market Equipment	9,773.73	
Accum. Amort. Market Equip.	-4,490.04	
Net -Market Equipment		5,283.69
Electronic Equipment	6,264.20	
Accum. Amort. -Electronic Equipment	-4,191.43	
Net - Elec. Equip.		2,072.77
Generator- Honda	1,081.86	
Accum. Amort. - Generator	-1,081.86	
Net - Generator		<u>0.00</u>
Total Capital Assets		<u><u>7,356.46</u></u>

Other Non-Current Assets

Computer Equipment	1,864.37	
Accum. Ammort.-Computer Equipment	-1,458.93	
Total Other Non-Current Assets		<u><u>405.44</u></u>

TOTAL ASSET	<u><u>88,426.12</u></u>
--------------------	-------------------------

LIABILITY

Current Liabilities

Wooden Nickels in Circulation	6,683.00
Accounts Payable	10,181.99

Grants Received In Advance		391.00
Cumberland Market Sponsorship		565.00
NP Coupons Received in Advance	<u>272.00</u>	
Total NP Coupons Outstanding		272.00
Vacation payable		27.20
EI Payable	137.02	
CPP Payable	271.78	
Federal Income Tax Payable	<u>376.36</u>	
Total Receiver General		785.16
WCB Payable		90.45
HST Charged on Sales	3,960.37	
HST Paid on Purchases	<u>-4,169.73</u>	
HST Owing (Refund)		-209.36
PST Charged on Sales		45.89
Young Farmers Bursary		167.55
Community Impact Fund		<u>431.28</u>
Total Current Liabilities		<u>19,431.16</u>
TOTAL LIABILITY		<u>19,431.16</u>
EQUITY		
Owners Equity		
Opening Balance Equity		5,950.62
Retained Earnings - Previous Year		77,545.24
Current Earnings		<u>-14,500.90</u>
Total Owners Equity		<u>68,994.96</u>
TOTAL EQUITY		<u>68,994.96</u>
LIABILITIES AND EQUITY		<u><u>88,426.12</u></u>

Generated On: Jan 18, 2017

Comox Valley Farmers Market Association

Income Statement Jan 01, 2016 to Nov 30, 2016

REVENUE

Sales Revenue

Table Fees: Winter (Jan-April)	12,396.10
Table Fees Summer: Saturday	51,222.45
Table Fees Summer: Wednesday	3,518.20
Sunday Market Cumberland	1,809.02
Table Fees: Fall (Oct-Dec)	8,917.73
Merchandise Sales	138.03
Net Sales	<u>78,001.53</u>

Other Revenue

POS Donations	3,967.05
Donations	697.55
Interest Income	4.92
Grants Income	17,401.10
Membership Dues	9,925.00
Membership Reimbursements	-150.00
Electrical Surcharge	425.90
Miscellaneous Revenue	234.95
Total Other Revenue	<u>32,506.47</u>

Legacy Revenue

Interest Revenue Legacy	77.33
Total Legacy Revenue	<u>77.33</u>

TOTAL REVENUE 110,585.33

EXPENSE

Cost of Goods Sold

Subcontracts: Market Manager	38,895.90
Subcontracts: Casual Help	642.90
Total Cost of Goods Sold	<u>39,538.80</u>

Payroll Expenses

Wages & Salaries	13,426.69
EI Expense	352.67
CPP Expense	441.05
WCB Expense	90.45
Total Payroll Expense	<u>14,310.86</u>

Legacy Expense

Education/ Conferences/Training L	1,000.00
Total Legacy Expense	<u>1,000.00</u>

General & Administrative Expenses

Bookkeeping	2,952.50
Advertising & Promotions	15,632.84
Buy Local	17,373.68
Business Fees & Licenses	1,165.95
Cash Short/Over	33.94
Courier & Postage	207.00
Education/Training/ Conferences	10,117.11
Field Expense	1,040.56
Cumberland Market Expense	2,957.49
Cumberland Coupon Program	281.15
Insurance	694.16
Interest & Bank Charges	1,846.30
Office Supplies	1,239.75
Meeting Expenses	453.43
Motor Vehicle Expenses	236.85
Miscellaneous Expenses	2,336.80
Venue Booking	9,592.36
Repair & Maintenance	14.38
Storage Expense	916.63
Telephone	1,143.69
Total General & Admin. Expenses	<u>70,236.57</u>

TOTAL EXPENSE 125,086.23

NET INCOME -14,500.90

Generated On: Jan 18, 2017

Proposed Budget 2018

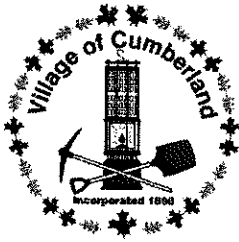
	Budget 2017	Proposed Budget 2018
Income		
General Income	15,600.00	16,000.00
Grants and Sponsorship	20,000.00	15,000.00
Table Fee Income	83,000.00	80,000.00
Total Income	118,600.00	111,000
Expenses		
Administration	21,000.00*	19,000.00
Advertising	20,000.00	16,000.00
Labour	70,000.00	60,000.00
Venue Rentals	13,200.00	14,000.00
Promotions		2000.00
Total Expenses	124,200.00	111,000
Profit/Loss	-5,600.00	0.00

* includes one-time \$5,500.00 charge to complete 10 years of old T2 tax return. Taken from reserve funds

2018 Budget

Coupons	\$6,500.00
Operational Expenses	
Materials and printing	\$440.00 coupons, signs, kids table
Advertisement CV Record	\$1,200.00
Market Coordinator	\$2,860.00 (11hrs per week)
Total Operational Expenses	\$4,500.00
Total Budget	\$11,000.00
Grant confirmed Pensulia CoOp	\$2,500.00
Total funds needed	\$6,250.00 (This is number is based on half of the operati

onal expenses)



Community Grant Program 2018 Application

Part A: Organization	
Name: Cumberland and District Historical Society (Cumberland Museum and Archives)	<input checked="" type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 258, 2680 Dunsmuir Ave, Cumberland BC, V0R 1S0	
Contact Person: Marianne Bell	Position: Goodwin Commemorative 2018 Events Committee Member
Phone: 250.400.5327	Email: mlbell2616@gmail.com
Names of organization's directors: Paul Laronde Bill Friesen Catherine Bell Brian Charlton Gwyneth Cathly-Huhn Dan Hinman-Smith Cari MacIntyre Karen Melnyk	
How many members in the organization? Membership renewal is underway for 2018. Since January we have received 147 memberships. By year end we project over 230 memberships.	
What percentage are Cumberland residents? 96 of the 147 are Cumberland residents	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input checked="" type="checkbox"/> Seniors services <input checked="" type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: The Cumberland and District Historical Society is dedicated to preserving and presenting the rich history of Cumberland and the surrounding region, and to serving as an important community anchor as the People's Museum of Cumberland. Founded in 1981, the Cumberland Museum and Archives expresses its mission and mandate through unique exhibits, special events, the facilitation of a community research room and media library, special projects and collaborations, and the management of over 24,000 items in the artifact and archive collections from Cumberland's history.	

Briefly outline the general services provided to Cumberland residents and/or the community:

Serving the community for 37 years, The Cumberland Museum and Archives is a courageous organization that explores social, cultural, political, and economic themes in the fulfillment of our mission. As 'The Peoples Museum of Cumberland' we aim to celebrate the stories of the people; the rich, the poor, the powerful, the rebellious, and the radical. They are at the very core of the museum, and as integral as the objects and documents found within. These diverse voices provide an exciting, riveting, and sometimes challenging juxtaposition of perspectives within our activities, programming, and exhibitions.

Part B: Grant Request

Grant Amount Requested:

2018: \$1500
 2019:
 2020:
 2021:

Value of In-kind Contributions Requested:

2018: \$1815.24
 2019:
 2020:
 2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: The Commemorative Events Committee operates under the Museum. 2018 marks the 100th anniversary of Goodwin's death. An exciting commemoration is planned including workshops, tours, vigils, theatre, choirs, the re-enactment of Goodwin's funeral procession, a BBQ and live music, and more. This application concerns the funeral procession and Village Park Programming on June 23. The committee is seeking cash support for security, porta potties, sound system and gear, a sound operator, and water dispensers in Village Park. We are also requesting the Village Park Rental in kind and Public Works support for the set up and tear down of parade barricades, bleachers, tables and chairs, and waste receptacles. The Museum is sharing resources with a commercial event over the weekend, and as such is asking for the set-up of the Empire Events Stage only (not tear-down). The Museum will contribute its share of costs to sound tech and system, porta potties, water dispensers, and security.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be

oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed:

\$3315.24

Benefit to funding full request: This significant 100 year event is coordinated by volunteers and not for profit staff for the benefit of the community. The Village contribution ensures the event remains accessible to all.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term "service" is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council's current strategic priorities without duplicating municipal

services.

Search "OCP" at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search "strategic" at cumberland.ca to view Council's Strategic Priorities.

Describe: The Cumberland Museum and Archives is a vibrant gathering place and a dynamic, professional and respected arts and culture organization. The museum plays a leadership role in the cultural community and is a recognized contributor to the cultural economy of the region. The Cumberland Museum and Archives engages community members of all ages in thought provoking ways, increasing resident's quality of life and sense of well being. We are inclusive providing extensive volunteer opportunities and our collections and archives celebrate and preserve community identity. The museum is part of the heart of the Village core and champions Cumberland as the place to be.

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: All are invited to be a part of the commemoration. The committee is reaching out to a wide and diverse population for inclusion in the commemoration.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: The re-inactment of the funeral procession, and programming in Village Park, are free to attend. There will be a BBQ by donation.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: We offer well known large-scale destination heritage events each year, including WinterFaire, Heritage Week programming, Worker's Day Bean Supper, and Miner's Memorial Weekend. In 2017 we received 5600 visitors to the museum during regular operating hours. In addition, outside of our regular visitor stats, 50 kids participated in the after school program, a total of 1237 people participated in tours (walking, private and school). 250 people attended Heritage Week activities at the museum, 125 people attended Bean Supper, 250 attended Miner's Memorial Weekend and 2000 attended Winterfaire.

- The organization has strong financial and administrative management.

Describe: In 2014 an Executive Director was hired and in 2016 the organization moved from 1.5 staff to 2, while also employing casual staff for archival work and administrative support, as well as the

services of a CGA for our Annual Review and Charity return. With industry skilled professional staff, an engaged board of directors and active volunteer team the museum continues to diversify and grow.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: The 100 year commemorative events involve many Cumberlanders including volunteers, organizers, participants and spectators. The momentum and participant engagement opportunities have been building for this event since 2016.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: N/A. We will not gain financially in putting on the re-enactment of the Funeral Procession and Programming in Village Park. Donations from the BBQ will assist in covering event costs. This event is a service to the community.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: N/A. We are not requesting operating funds in this application

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: Contributions from a Candian Heritage Grant support the Labour Choir, Community Marching Band, and some of the costume rentals for the re-enactment of the funeral procession. CUPE 556 is supporting the BBQ, while the Vancouver Island District Council is supporting programming from the stage.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

Financial grant: 2013: 15,000, 2014: 17,000, 2015: 18,000, 2016: 19,000, 2017: 21,500

Property tax exemption for the land/building that the organization occupies: Annual \$2345 (based on Village estimate)

Facilities and/or land provided by the Village at no charge: \$750.00 facility rental fee waive,

Annual \$24,000 lease value (based on Village estimate)

Public works services at no charge: Annual \$500 (based on Village estimate to mow grass)

Other in-kind contributions: Solid waste collection \$185 , water \$96, sewer \$235 (Village estimates)

Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:  Position: Goodwin 2018 Event Committee Member

Printed name: MARIANNE BELL Date: Feb 27, 2018

Applications must be accompanied by the following supporting documentation:

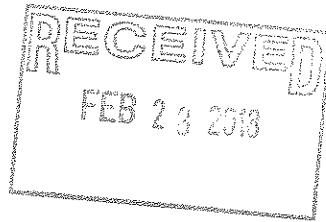
- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue



February 27, 2018

Attention Village of Cumberland Mayor and Council
Re; In Kind Event Support Request

2018 marks the hundred-year anniversary of the shooting death of Albert ‘Ginger’ Goodwin, one of the most well-known labour activists in the history of our country. The *Miners Memorial and Goodwin 2018 Commemorative Events Committee* plans to pay tribute through participatory art and music projects, an exhibit, symposium, workshops, guided tours, the re-enactment of Goodwin’s funeral procession down Dunsmuir Avenue, and other engaging programming throughout Miners Memorial, June 22 to 24. We aim to bring to light the story of Albert ‘Ginger’ Goodwin and his place in Cumberland’s history to a wide audience.

The Committee is seeking in-kind support from the Village of Cumberland for:

THE RE-ENACTMENT OF GINGER GOODWIN’S FUNERAL PROCESSION AND PROGRAMMING IN VILLAGE PARK.



The iconic photograph of Goodwin’s funeral procession taken in 1918 paints a vivid picture. Friends, neighbours, and fellow workers both shocked and outraged did not go to work, but rather gathered on Dunsmuir Avenue to form a procession over a mile long to walk Goodwin’s body to his final resting place. The procession was led by a brass band and Goodwin’s casket was carried by mourners.

The re-enactment of Albert Goodwin’s funeral procession on **Saturday, June 23**, followed by programming in Cumberland Village Park, will be the pivotal event of the weekend. Performers from TheatreWorks will head the procession along with a brass band in period costume. Union members, workers and families, artists, choirs, and community members will march down

Dunsmuir Avenue to Cumberland Village Park where historical quotes, newspaper articles, theatre, poetry and song will be shared from the stage. Live music and a BBQ by donation will follow. All are welcome to participate.

The committee is requesting a combination of cash and in-kind support, as detailed in the Community Grant application.

Schedule:

Thursday, June 21: Set up in Cumberland Village Park

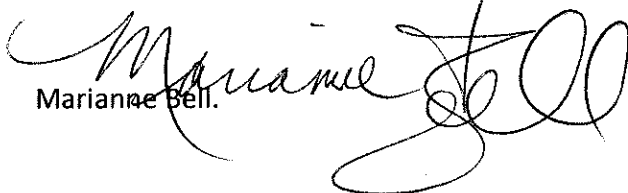
Saturday, June 23, 4:00pm: Set up of Barricades along Dunsmuir Avenue Parade Route

Saturday, June 23, 5:00pm: Tear Down of Barricades along Dunsmuir Avenue Parade Route

Saturday, June 23, 8:30pm: Tear Down in Cumberland Village Park

- Security will be on site at the Park overnight.
- The Empire Days Committee has agreed to loan their stage for this event.
- The Village of Cumberland will be recognized as a sponsor of Miners Memorial.

On behalf of the volunteer working committee of Miners Memorial and Albert 'Ginger' Goodwin 100 Year Commemorative Events Committee, we thank you for your consideration of support for this significant event for Cumberland.


Marianne Bell.

Please Note: This is a one time ask for in kind support, separate from the \$750 in kind awarded to the Cumberland Museum and Archives through the Community Grant Program - Grant in Aid for their annual event programming.

GOODWIN 2018 BUDGET DISTRIBUTION - AS AT February 23, 2018						
	Comm. Anniv. Grant \$8,100	Heritage Theatre \$1,456	BCGEU Funding of \$10,000	Needed (Working on obtaining Sponsorship)	Misc. Sponsorships	Who From
Food and Drink						
BBQ					\$ 1,000.00	CUPE 556
Food and Non-Alcoholic Beverages for Volunteers	\$ 250.00					
Pancake Breakfast					Amount TBD	BCGEU Cross Comp.
Local Artists, Artisans, and Historical Heritage Performers						
Participatory Art Workshop Facilitor Fees	\$ 400.00					
Participatory Art Workshop Supplies	\$ 200.00					
Ribbon Supplies			\$ 700.00			
Banner Supplies			\$ 300.00			
Community Labour Songs - 5 workshops and performance with Wendy Nixon Stothert	\$ 1,500.00					
Exhibit - 8 artists. \$50 honorarium each.	\$ 400.00					
Exhibit - 5 artists from outside of the Comox Valley (Cannot be paid by Heritage)			\$ 250.00			
Feature Musicians SOTW			\$ 300.00			
Musicians - <i>Perseverance Creek</i>					TBD	VIDC
Second Band - Park			\$ 250.00			
Geoff Berner			\$ 750.00			
Guest Presenter Gu Xiong			\$ 300.00			
Kumugwe Dancers	\$ 200.00					
Re-enactment of funeral procession						
Photographer	\$ 500.00					
Heritage Performers		\$ 1,200.00				
Brass Band	\$ 750.00					
Production / Rentals						
Rentals (Tents, Heritage Costumes, Podium for Procession, etc)	\$ 640.00					
Creation of 'coffin' for Funeral Procession	\$ 400.00					
Exhibit - Shipping / print costs / framing / installation	\$ 1,000.00					
Stage Loan in Kind Confirmed from Empire Events Committee						Empire Events
Set up / Tear Down of Barricades, Tables, Chairs, Waste Recepticles, Bleachers. Set up Only of Stage. Village Park Rental.					\$ 1,815.24	IN KIND - Village of Cumberland
Sound Tech Village Park					\$ 250.00	CASH - Village of Cumberland
Porta Potties					\$ 600.00	CASH - Village of Cumberland
Sound System and Gear					\$ 300.00	CASH - Village of Cumberland
Water Dispenser Rentals / Water					\$ 100.00	CASH - Village of Cumberland
Security at the Park					\$ 250.00	CASH - Village of Cumberland
Sound Tech Weekend - Masonic Hall			\$ 400.00			
Production Coordinator for Village Park			\$ 300.00			
Masonic Hall Rental.	\$ 100.00		\$ 200.00			
Masonic Hall Cleaning			\$ 115.00			
Museum Cleaning			\$ 150.00			
LOCAL Promotion						
CVC Ad (50% covered by Brewery)	\$ 250.00					
Whats on Digest - Sponsorship					\$ 1,000.00	Whats on Digest
Currently Cumberland Full Page	\$ 265.00					
Currently Cumberland Posts			\$30			
Currently Cumberland Facebook Posts	\$ 40.00					
Record Wrap - Museum Contribution (\$500 Total)	\$ 345.00		\$155		\$ 3,000.00	CV Record
Printed Signage			\$300			
Other Promotion						
Roundup Magazine - AD. Sent to Museums through BCMA.			\$ 100.00			
Brochure Printing					\$ 1,000.00	CCDLC
Mailout Supplies (Envelopes / Labels / Paper)				\$ 103.03		
Stamps				\$ 360.00		
Misc.						
Office Supplies				\$ 200.00		
Liability Insurance						
Shuttle	\$ 260.00				Amount TBD	CUPE
July 27 - Date of Goodwins Death. Outside the Museum						
Tour - 'The Ginger Goodwin Story'	\$ 100.00					
Presentations			\$ 200.00			
Participatory Art - Maybe with Poet Laureate?	\$ 300.00					
Wages						
Operating - Event Production		\$ 256.00	\$ 2,000.00			
Staff Overtime - Meetings and Week of Event			\$ 2,000.00			
Contract Event Production and Social Media			\$ 1,000.00			
Contract Website Updates			\$ 200.00			
Contract Website Forms Development	\$ 200.00					
TOTAL	\$ 8,100.00	\$ 1,456.00	\$ 10,000.00		\$ 9,315.24	\$ -

CUMBERLAND & DISTRICT HISTORICAL SOCIETY
Financial Statements
Year Ended December 31, 2016
(Unaudited - See Notice To Reader)

see page 6, point # 3
for Village of Cumberland
contribution

CUMBERLAND & DISTRICT HISTORICAL SOCIETY
Index to Financial Statements
Year Ended December 31, 2016
(Unaudited - See Notice To Reader)

	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flow	5
Notes to Financial Statements	6 - 7

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Cumberland & District Historical Society as at December 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.




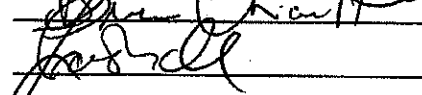
Courtenay, British Columbia
May 18, 2017

CHARTERED PROFESSIONAL ACCOUNTANT

CUMBERLAND & DISTRICT HISTORICAL SOCIETY
Statement of Financial Position
December 31, 2016
(Unaudited - See Notice To Reader)

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 17,462	\$ 32,461
Accounts receivable	1,459	200
Inventory	9,865	6,821
Payroll source deductions recoverable	4,965	-
Goods and services tax recoverable	1,503	821
Prepaid expenses	2,217	2,381
Security / tender deposits	150	-
	37,621	42,684
PROPERTY, PLANT AND EQUIPMENT (Note 2)	13,050	16,476
	\$ 50,671	\$ 59,160
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 1,082	\$ 2,176
Income taxes payable	-	1,078
Provincial sales tax payable	95	105
Deferred income	1,189	1,132
	2,366	4,491
 NET ASSETS		
General fund	35,254	38,192
Capital asset fund	13,051	16,477
	48,305	54,669
	\$ 50,671	\$ 59,160

ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

CUMBERLAND & DISTRICT HISTORICAL SOCIETY

Statement of Revenues and Expenditures

Year Ended December 31, 2016

(Unaudited - See Notice To Reader)

	2016	2015
RECEIPTS		
Admission income	\$ 17,211	\$ 15,576
Archive/photo/research income	788	444
Donations	6,702	7,217
Fundraising	23,390	24,414
Grant income	53,596	40,403
Membership fees	1,991	1,950
Sales company store	10,538	12,261
Special projects income	7,805	10,950
Tour income	2,739	5,849
	<u>124,760</u>	<u>119,064</u>
EXPENDITURES		
Business taxes, licences and memberships	318	311
Collections and archives	87	734
Exhibits	519	880
Fundraising activities	8,805	9,205
Insurance	2,773	2,418
Interest and bank charges	1,495	1,406
Marketing and web	1,983	1,316
Office	2,902	1,995
Special projects	1,737	16,451
Professional development	1,040	430
Professional fees	4,070	4,260
Programming	1,621	2,264
Purchases company store	5,390	6,904
Salaries and wages	87,485	65,936
Utilities	7,588	6,773
	<u>127,813</u>	<u>121,283</u>
DEFICIENCY OF RECEIPTS OVER EXPENDITURES FROM OPERATIONS	(3,053)	(2,219)
OTHER INCOME	115	75
DEFICIENCY OF RECEIPTS OVER EXPENDITURES	\$ (2,938)	\$ (2,144)

See notes to financial statements

CUMBERLAND & DISTRICT HISTORICAL SOCIETY

Statement of Changes in Net Assets

Year Ended December 31, 2016

(Unaudited - See Notice To Reader)

	General Fund	Capital Asset Fund	2016	2015
NET ASSETS - BEGINNING OF YEAR	\$ 38,192	\$ 16,477	\$ 54,669	\$ 56,813
Deficiency of receipts over expenditures	(2,938)	-	(2,938)	(2,144)
Amortization of capital assets	-	(3,426)	(3,426)	-
NET ASSETS - END OF YEAR	\$ 35,254	\$ 13,051	\$ 48,305	\$ 54,669

See notes to financial statements

CUMBERLAND & DISTRICT HISTORICAL SOCIETY
Statement of Cash Flow
Year Ended December 31, 2016
(Unaudited - See Notice To Reader)

	2016	2015
OPERATING ACTIVITIES		
Deficiency of receipts over expenditures	\$ (2,938)	\$ (2,144)
Changes in non-cash working capital:		
Accounts receivable	(1,259)	(200)
Inventory	(3,044)	38
Accounts payable	(1,094)	(245)
Income taxes payable	(6,043)	325
Deferred income	57	332
Prepaid expenses	164	(329)
Goods and services tax payable	(682)	556
Provincial sales tax payable (recoverable)	(10)	10
Security / tender deposits	(150)	321
	<u>(12,061)</u>	<u>808</u>
DECREASE IN CASH FLOW	(14,999)	(1,336)
Cash - beginning of year	<u>32,461</u>	<u>33,797</u>
CASH - END OF YEAR	\$ 17,462	\$ 32,461

See notes to financial statements

CUMBERLAND & DISTRICT HISTORICAL SOCIETY

Notes to Financial Statements

Year Ended December 31, 2016

(Unaudited - See Notice To Reader)

1. PURPOSE OF THE ORGANIZATION

Cumberland & District Historical Society (the "organization") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to provide public access to the history of the community.

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Equipment	\$ 64,074	\$ 51,570	\$ 12,504	\$ 15,630
Computer equipment	17,236	17,005	231	514
Leasehold improvements	1,743	1,428	315	332
	<u>\$ 83,053</u>	<u>\$ 70,003</u>	<u>\$ 13,050</u>	<u>\$ 16,476</u>

3. IN KIND CONTRIBUTIONS, VILLAGE OF CUMBERLAND

In kind contributions are not recorded in the trial balance. For 2016 the Society would like to note the in kind contribution made from the Village of Cumberland to the Society during 2016. These are amounts over and above the Cash grant. The amounts are estimates of the Village of Cumberland.

	2016	2015
Lease	\$ 24,000	\$ 24,000
Property tax exemption	2,345	2,345
Building insurance	2,614	2,614
Utilities and other	1,766	1,766
	<u>\$ 30,725</u>	<u>\$ 30,725</u>

4. DEFERRED REVENUE

	2016	2015
BC Gaming Grant	\$ 19	\$ 101
Memberships Received in Advance: Memberships paid i	1,170	1,031
Grant monies and membership fees received in advance.	<u>\$ 1,189</u>	<u>\$ 1,132</u>

CUMBERLAND & DISTRICT HISTORICAL SOCIETY

Notes to Financial Statements

Year Ended December 31, 2016

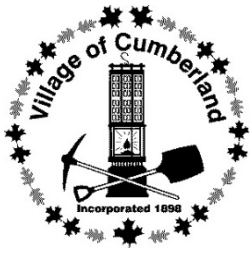
(Unaudited - See Notice To Reader)

5. GRANT INCOME

	<u>2016</u>	<u>2015</u>
Young Canada Works	\$ 4,129	\$ 3,871
Canada Summer Jobs	3,521	4,833
BC Gaming	10,946	10,199
Village of Cumberland	19,000	18,000
Comox Valley Regional District	4,000	3,500
BCAC Streamlined Op.	12,000	-
	<u>\$ 53,596</u>	<u>\$ 40,403</u>

6. SPECIAL PROJECTS INCOME

	<u>2016</u>	<u>2015</u>
BC Arts Council General Stores Project	\$ -	\$ 5,000
University of Victoria	5,300	5,150
Collieries Railway Exhibit	-	800
Village of Cumberland	2,505	-
	<u>\$ 7,805</u>	<u>\$ 10,950</u>



Community Grant Program 2018 Application

Part A: Organization	
Name: Kitty Cat Prevent a Litter Society	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 3755, Courtenay, BC V9N 7P1	
Contact Person: Amy Crook 250 896-3627	Position: Board of Directors-fundraising
Phone: KCP message phone 250-941-7257 (Checked Daily)	Email: fundraisingkcp@shaw.ca
Names of organization's directors: Bryan Baker-President Lee-Ann Dixon-phillips, Vice-president Ruth Sayers- Treasurer Amy Crook-Secretary Sarah Balon-Director Yiyang Lui-Director Faye Briggs-Director	
How many members in the organization? 85	
What percentage are Cumberland residents? 10%	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input checked="" type="checkbox"/> Other: animal welfare	
Briefly outline the organization's purpose, mandate and objectives: Our trap, neuter, and return (TNR) program controls the population of homeless and abandoned cats throughout the CVRD. Over 10 years, our all-volunteer charitable society has TNR 5000+ adult cats; rescued hundreds of kittens born outdoors; controlled disease spread to domestic animals; provided basic and, as needed, extensive medical care to cats under our care; socialized hundreds of cats in over 90 foster homes and adopted them to forever homes through our partner pet stores. When cats can't	

return to their original location, they go to local rural properties through our Barn Cat program to help farmers with rodent control. There's no other group in the CVRD that has a TNR program.

Briefly outline the general services provided to Cumberland residents and/or the community:

Our work to TNR homeless and abandoned cats at the landfill and in residential areas reduces property damage, the nuisance and health risks of feral cats to local businesses and owned animals, protects wildlife, reduces the feral cat population and ensures they live a healthier life.

Part B: Grant Request

Grant Amount Requested:

2018: 4000
 2019: 4000
 2020: 4000
 2021: 4000

Value of In-kind Contributions Requested:

2018:
 2019:
 2020:
 2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: We seek multi-year funding to continue our TNR efforts in Cumberland where we have provided this valuable service for years (2011-55, 2012-14, 2013-53, 2014-24, 2015-27, 2016-6, 2017-24) and the landfill where we TNR 35 cats in 2017. We estimate the 2018 TNR needs in Cumberland are: 15 in City of Cumberland, 10 non-neutered cats remain at the landfill, 30 kittens born at the landfill, an additional 25 cats dumped there each year based on landfill employee knowledge. Each cat will be spayed/neutered and receive medical care (approximate cost \$400/cat). Feral cats will return to the landfill, as agreed, or to a barn home. Kittens born at the landfill will be adopted out when healthy. Social cats from Cumberland and the landfill will be traced to previous owners, if possible (KPC returned 20 cats to owners in 2017). We will find them new homes if needed. We will continue to monitor the health of and provide winterized housing and food for cats living at the landfill.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 4000

Benefit to funding full request: We continue to provide TNR service to Cumberland. Without your participation in funding our work, we can no longer afford to continue to provide this service.

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official

community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: Controlling the homeless and abandoned cat population is aligned with Cumberlands strategic priorities by:

- protecting private and public property
- reducing predation on song bird populations
- reducing disease spread to domestic and wild animals
- ensuring humane treatment for cats that have been abandoned or born in the wild

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland’s residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: KCP provides service to Cumberland residents upon request. We rely on our 100+ volunteers, many from Cumberland, to help with trapping, cat care, community outreach, public education, and fundraising. We have over 90 foster homes for cat socialization and recovery from illness, and volunteers with specialized medical training that care for young and ill cats. Our volunteers provide community education and public outreach annually at the Cumberland Village Market Day and Foggy Mountain Fair. We welcome volunteers of every age and ability.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: KCP has 0 paid staff. We ask volunteers to become members for \$20/year. We do charge for cat adoptions to cover our costs for shelter overhead, food, litter and medical care. Our adoption rates are similar to the BC SPCA's and other cat rescues on the island. The adoption fees make up about 40% of our operating costs. We participated in the SPCA PetSmart program in 2017 that provided free spay/neuter costs for several areas of the CVRD. We will be applying for more funding in 2018-19 and hope to be able to continue to offer free or reduced price spay/neuters for residents of Cumberland.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: Letters of support from CVRD and others. Please see attached.

- The organization has strong financial and administrative management.

Describe: KCP's Board of Directors (local business owners, veterinarian, media specialist,

NGO managers) provide active management and financial oversight. We are co-located and partner with the Comox Valley Animal Hospital: they donate our shelter facility, and reduced rates for medical care; we provide a significant revenue stream. KCP's finances are reviewed monthly by a CPA. We have excellent personnel, financial, volunteer, and accountability policies and procedures we are happy to provide.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: We have over 100 Cumberland residents that are dedicated facebook followers and many active volunteers.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Please see attached project budget and notes.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: Our request for \$4000/year for three years is less than 2% of our overall projected 2018 budget and 10% of our annual TNR budget. Please see attached project budget and notes.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: KCP's TNR program budget is \$40,000 annually for 2018-2020. in 2018, we have secured \$18,000 from the Gaming Commission and \$13,407 from CVRD for our TNR program. We are seeking \$4000 each from City of Comox and City of Courtenay to support our TNR program. The rest of the 2018 budget (\$4593) will be made up from private donations. Funding from the City of Cumberland, along with the committed CVRD funding, will help us leverage funding from the Cities of Comox and Courtenay.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

- Financial grant:

- Property tax exemption for the land/building that the organization occupies:

- Facilities and/or land provided by the Village at no charge:
- Public works services at no charge:
- Other in-kind contributions:
- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: President

Printed name: Bryan Baker

Date: February 26, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Rachel Parker

Subject: FW: Grant submittal from Kitty Cat Prevent a Litter Society (KCP) to support our Trap, Neuter, and Release program in Cumberland, email 1 of 3
Attachments: Comox Valley Animal Hospital support ltr 7.17.docx; BC SPCA support Letter.doc; 20180219_Lee_Kitty_Cat_Pals_Letter_Support_2018.pdf

From: Amy Crook <trailhead@telus.net>
Sent: Thursday, March 01, 2018 1:23 PM
To: Rachel Parker <rparker@cumberland.ca>
Subject: Re: Grant submittal from Kitty Cat Prevent a Litter Society (KCP) to support our Trap, Neuter, and Release program in Cumberland, email 1 of 3

Thanks for your input Rachel. Yes, I'd like to change the answer to the question "the minimum grant required for the service to proceed". Could you change it to \$2000 please. At this level, we could respond to Cumberland requests until the funds were gone. If we do not get the full amount, we will reduce our services to TNR cats in Cumberland residential areas first, then at the landfill as needed.

Here are a few support letters. Please use them in this order of preference:

- CVRD letter from Jesse Lee
- BCSPCA letter
- Comox Valley Animal Hospital letter

thanks again, Amy Crook

Amy Crook
(250) 896-3627 cell
trailhead@telus.net

Kitty Cat Prevent-A-Litter Society

2018 Budget Recap

Volunteer	\$ 2,116
Intake	\$ 30,000
Medical	\$ 100,000
Foster	\$ 21,700
Adoption	\$ 3,400
Trapping/Barn Cat	\$ 40000
Fund Raising	\$ 1,600
Crafts	\$ 550
General	\$ 16,582
Shelter renos	\$35,000
TOTAL Projected 2018 Budget	\$250,948

Stats	2016	2017 Projected	2018 Projected
Adoptions	335	415	415
Waiting Adoption	41	30	30
TNR	96	110	100
Barn Homes	44	50	50
Deceased	30	30	30
RTO	4	5	5
Missing	7	5	5
Location	1	15	15
TOTAL	558	590	650

POTENTIAL SAVINGS (Based on 2016 donations)

Volunteer Budget	-2016 100% social/training/meeting cost donated 2017 if 60% of cost donated, savings	-\$ 792
Intake Budget	-2016 laundry soap & bleach 100% donated 2017 if 100% donated, savings -Food & litter approx. \$15,000 donated 2016 If same donated in 2017, savings	-\$ 217 -\$ 15,000
Foster Budget	2016 litter & food donated approx. \$11,000 2017 if same donated, savings	-\$ 11,000
TNR/Barn	2016 approx. food donated \$4,000 2017 If same donated, savings	-\$ 4,000
TOTAL POTENTIAL MINIMUM SAVINGS IF 2018 DONATIONS MATCH 2017		-\$31,009

Annual Cumberland TNR & Cat rescue Projected Costs

LANDFILL

As of February 2018 6-10 cats remain at the landfill to be spayed or neutered.

Cost to medically treat 10 cats when caught estimating 50% male & female

5 female @ \$271.53	\$1,357.65
5 male @ \$201.53	\$1,007.65

Estimate 25 dumped social cats in 2018

12 female @ \$446.79	\$5,361.48
13 male @ \$376.79	\$4,898.27

Maintain feed stations, shelters & monitor for dumped cats

Weekly trip to Landfill 52 x 2 hours @\$20 per hour	\$2,080.00
Weekly mileage 52 trips 7.9km 0.54/km as per RevCan	\$221.83
Provide food @ \$40 per month	\$480.00
Provide & monitor shelters	N/C

Total Projected Cost	\$15,406.88
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Less 25 projected adoptions @ \$200	\$5,000.00
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TOTAL 2018 LANDFILL PROJECTED COST INCURRED	\$10,406.88
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CITY OF CUMBERLAND TNR

KCP rescued 349 cats in 2016 and 279 in 2017, XXXX of these were from Cumberland including the

We project we will rescue 15 cats from the Cumberland area in 2018, in addition to the landfill cats described above.

5 TNR/Barn

3 female @ \$272	\$816.00
2 male @ \$202	\$404.00

10 Adoptable Social Cats

6 females @ \$447	\$2,682.00
4 male @ \$377	\$1,508.00
Total Projected Cost	\$5,410.00

Less 10 adoptions @ \$150	\$1,500.00
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TOTAL 2018 Cumberland Projected Costs for Cat Rescue	\$3,910.00
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TOTAL COST TO SERVICE LANDFILL & CUMBERLAND	\$14,316.88
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Annual Cumberland TNR & Cat rescue Projected Revenues

Kitty Cat P.A.L.S. Comparative Income Statement - Comparative Income Statement Month

	<u>Actual 10/01/17 to 10/31/17</u>	<u>Actual 10/01/16 to 10/31/16</u>
REVENUE		
Sales Revenue		
Adoptions	8,900.00	10,945.00
Donations	6,285.65	1,430.79
Memberships	820.00	210.00
Fundraising	<u>3,466.48</u>	<u>1,943.89</u>
Net Sales	<u>19,472.13</u>	<u>14,529.68</u>
Other Revenue		
Interest Revenue	0.80	0.41
RBC Securities	<u>429.48</u>	<u>429.48</u>
Total Other Revenue	<u>430.28</u>	<u>429.89</u>
TOTAL REVENUE	<u>19,902.41</u>	<u>14,959.57</u>
EXPENSE		
OPERATING EXPENSES		
Vet Fees - Spay	2,497.42	4,474.17
Ferals Spay/Neuter	1,570.04	2,118.12
Vet Fees- Neuter	1,380.68	2,442.59
Vet Fees - Additional	2,695.65	3,190.03
Donation Fees	50.46	3.59
Freight Expense	<u>9.95</u>	<u>0.00</u>
Total Cost of Goods Sold	<u>8,204.20</u>	<u>12,228.50</u>
GENERAL		
Advertising & Promotions - GENERAL	62.26	0.00
Cable Telephone Internet - SHAW	56.89	53.60
Drugs	1,000.21	780.98
FeLk Tests	954.34	0.00
Flea/worm	1,201.66	0.00
Food	804.65	777.44
Exams pre store	215.25	0.00
Fundraising expenses	335.97	0.00
Ilex Laboratories	-541.23	620.59
Intake expenses	59.13	170.54
Litter	226.70	818.86
Office Supplies	23.74	-13.58
Fuel costs	188.26	63.24
Medical Expenses	311.42	41.04
Miscellaneous Expenses - GENERAL	500.00	0.00
Rent	130.00	0.00
Utilities Hydro - GENERAL	0.00	255.77

Volunteer Appreciation	<u>177.51</u>	<u>0.00</u>
Total General & Admin. Expenses	<u>5,706.76</u>	<u>3,568.48</u>
TOTAL EXPENSE	<u>13,910.96</u>	<u>15,796.98</u>
NET INCOME	<u>5,991.45</u>	<u>-837.41</u>

Generated On: 11/09/17

Kitty Cat P.A.L.S. Comparative Balance Sheet

ASSET	<u>As at 10/01/17</u>	<u>As at 10/31/16</u>
Current Assets		
Cash over/short	27.77	27.33
Cash Clearing	3,542.89	0.00
Credit Union Chequing	33,752.62	48,727.64
Credit Union Member shares	5.39	5.39
Credit Union Savings	1,544.11	1,538.42
Gaming Account	235.42	0.03
Build Account	9,678.45	0.00
RBC Investments Cash	<u>3,776.33</u>	<u>5,089.93</u>
Total Cash	52,562.98	55,388.74
Other Credit Card Receivable	<u>0.00</u>	<u>0.00</u>
Total Credit Card Receivables	0.00	0.00
RBC Investments	86,102.03	90,654.93
Accounts Receivable	0.00	0.00
Allowance for Doubtful Accounts	0.00	0.00
Advances & Loans	<u>0.00</u>	<u>0.00</u>
Total Receivable	0.00	0.00
Purchase Prepayments	0.00	0.00
Prepaid Expenses	0.00	0.00
Total Current Assets	<u>138,665.01</u>	<u>146,043.67</u>
Capital Assets		
Medical Equipment	0.00	0.00
Accum. Amort. - Medical Equip.	<u>0.00</u>	<u>0.00</u>
Net - Medical Equipment	0.00	0.00
Leasehold Improvements	0.00	0.00
Office Furniture & Equipment	15,490.21	15,490.21
Accum. Amort. -Furn. & Equip.	<u>0.00</u>	<u>0.00</u>
Net - Furniture & Equipment	15,490.21	15,490.21
Vehicle	0.00	0.00
Accum. Amort. -Vehicle	<u>0.00</u>	<u>0.00</u>
Net - Vehicle	0.00	0.00
Building	1,807.69	1,807.69
Accum. Amort. -Building	<u>0.00</u>	<u>0.00</u>
Net - Building	1,807.69	1,807.69
Cages	13,737.73	13,737.73
Land	<u>0.00</u>	<u>0.00</u>
Total Capital Assets	<u>31,035.63</u>	<u>31,035.63</u>
Other Non-Current Assets		
Computer Software	0.00	0.00
Incorporation Cost	<u>0.00</u>	<u>0.00</u>
Total Other Non-Current Assets	<u>0.00</u>	<u>0.00</u>

TOTAL ASSET	<u>169,700.64</u>	<u>177,079.30</u>
LIABILITY		
Current Liabilities		
Accounts Payable	10,377.79	12,086.10
Visa	<u>0.00</u>	<u>0.00</u>
Total Credit Card Payables	0.00	0.00
Corporate Taxes payable	0.00	0.00
Vacation payable	0.00	0.00
GST Charged on Sales	0.00	0.00
GST Paid on Purchases	<u>-1,206.54</u>	<u>-3,100.85</u>
GST total	-1,206.54	-3,100.85
Deferred Income RBC Investment	<u>5,447.10</u>	<u>0.00</u>
Total Current Liabilities	<u>14,618.35</u>	<u>8,985.25</u>
Long Term Liabilities		
Bank Loans	0.00	0.00
Mortgage Payable	0.00	0.00
Loans from Owners	0.00	0.00
Legal Fees	<u>-323.03</u>	<u>0.00</u>
Total Long Term Liabilities	<u>-323.03</u>	<u>0.00</u>
TOTAL LIABILITY	<u>14,295.32</u>	<u>8,985.25</u>
EQUITY		
Charity Equity		
Retained Earnings - Previous Year	<u>168,094.05</u>	<u>145,696.00</u>
Retained Earnings	<u>168,094.05</u>	<u>145,696.00</u>
Current Earnings	<u>-12,688.73</u>	<u>22,398.05</u>
TOTAL EQUITY	<u>155,405.32</u>	<u>168,094.05</u>
LIABILITIES AND EQUITY	<u>169,700.64</u>	<u>177,079.30</u>

Generated On: 11/09/17

Kitty Cat P.A.L.S. Comparative Income Statement - Comparative Income Statement - YTD

	Actual 11/01/16 to 10/31/17	Actual 11/01/15 to 10/31/16
REVENUE		
Sales Revenue		
Adoptions	58,691.62	62,670.00
Donations	38,738.97	53,689.16
Grants	0.00	5,556.68
Memberships	1,500.00	435.00
Fundraising	15,095.88	11,522.71
Net Sales	114,026.47	133,873.55
Other Revenue		
Interest Revenue	751.60	6.26
RBC Securities	3,374.88	4,665.31
SPCA credit for Ferals	561.69	0.00
Total Other Revenue	4,688.17	4,671.57
TOTAL REVENUE	118,714.64	138,545.12
EXPENSE		
OPERATING EXPENSES		
Vet Fees - Spay	24,346.96	32,820.81
Ferals Spay/Neuter	11,681.98	16,453.80
Vet Fees- Neuter	13,571.83	12,775.32
Vet Fees - Additional	25,103.78	22,983.11
Adjustment Write-off	-513.41	0.00
Donation Fees	376.46	190.75
Freight Expense	140.20	57.98
Total Cost of Goods Sold	74,707.80	85,281.77
GENERAL		
Accounting & Legal - GENERAL	738.88	0.00
Build expenses	5,196.93	0.00
Advertising & Promotions - GENERAL	752.73	289.71
AGM Expenses - GENERAL	195.84	129.75
Business Fees & Licenses - GENERAL	-50.00	35.00
Cleaning & Laundry	374.28	0.00
Courier & Postage - GENERAL	338.32	167.05
Craft supplies	39.04	0.00
Cable Telephone Internet - SHAW	700.69	601.56
Drugs	12,813.77	4,130.04
FeLk Tests	3,840.11	0.00
Flea/worm	1,567.87	0.00
Food	3,629.00	7,331.44
Exams pre store	1,089.50	0.00

Medical Fee - 30 minute	1,271.00	0.00
Fundraising expenses	2,804.06	440.91
Idex Laboratories	4,554.54	6,449.15
Insurance - GENERAL	850.00	892.54
Intake expenses	1,115.29	1,847.55
Interest & Bank Charges	71.18	7.50
Litter	1,329.93	3,258.18
Office Supplies	1,187.13	389.40
Fuel costs	747.46	122.15
Medical Expenses	311.42	145.59
Miscellaneous Expenses - GENERAL	500.00	59.85
Rent	165.00	0.00
Lease & Garbage Fees GENERAL	244.00	0.00
Repair & Maintenance - GENERAL	0.00	379.71
Supplies	304.81	250.56
Telephone	111.70	0.00
Traps	389.29	985.47
Travel - GENERAL	518.25	397.01
Utilities Hydro - GENERAL	2,297.10	2,160.22
Volunteer Appreciation	705.00	323.26
Website Expenses - GENERAL	0.00	71.70
Total General & Admin. Expenses	<u>50,704.12</u>	<u>30,865.30</u>
TOTAL EXPENSE	<u>125,411.92</u>	<u>116,147.07</u>
NET INCOME	<u><u>-6,697.28</u></u>	<u><u>22,398.05</u></u>

Generated On: 11/09/17

To whom it may concern,

August 4, 2017

We write in support of Kitty cat Prevent a Litter Society's grant proposal to the BC Gaming Commission to support their trapping, spay/neuter program and re-homing/returning of feral cats throughout the Comox Valley Regional District. The Comox Valley branch of the BC SPCA has worked closely with KCP for years and our programs complement each other. The SPCA takes care of abandoned social cats, owner surrenders and cruelty investigations in the area. We often do not have the capacity to address the significant problem of feral cats in the Comox Valley Regional District.

We greatly appreciate KCP's efforts to trap, spay/neuter and provide long-term support to the feral cat colonies in the CVRD. KCP's trap/neuter/release program benefits the SPCA and the community in many ways:

- There are less wild kittens born which, in turn, reduces the population of feral cats in the CVRD
- The amount of disease spread in feral colonies and to owned animals is reduced
- The SPCA has fewer homeless cats to deal with
- KCP's effective work also reduces the demands on our limited resources

We are in close, regular contact with KCP coordinators to manage the cats that come in to both agencies to share information and to determine who will respond to calls for assistance we receive from the public.

KCP does a great job of providing a necessary service in the Comox Valley and we support their efforts to expand their TNR program. There is a great need to control feral cat populations in our rural areas. We are eager to continue our productive work relationship with KCP and believe the funding they will receive from the BC Gaming Commission will make a critical difference in their ability to continue to deliver their critical TNR program.

We encourage you to consider funding KCP's application both now and in the future. Thank you for your consideration. Please contact me with any questions.

Regards,

Emily Priestley

Branch Manager, Comox Valley and District Branch, BC SPCA

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5360-20/CV

February 19, 2018

Kitty Cat Prevent-A-Litter Society
Attention: Bryan Baker, President
PO Box #3755
Courtenay, BC V9N 7P1

To Whom it May Concern,

Re: Kitty Cat Pals letter of support

The Comox Valley Regional District (CVRD) began working with Kitty Cat Pals in 2016 as part of a trial program at the Comox Valley Waste Management Center, in order to trap and remove cats from the landfill. It's been a great pleasure working with the group and it's volunteers. They are professional and helpful at all times. The Comox Valley Regional District recognizes the importance this organizations brings to the community and supports the service that Kitty Cat Pals provides. Please accept this letter of support for any funding applications the group would like to submit, as they add much valued service to our residents, community and assist in regulating and controlling the feral cat population in our area.

If you have any questions or concerns or wish to discuss this decision further, please contact me directly at 250-334-6085 or by email at jlee@comoxvalleyrd.ca .

Sincerely,

J. Lee

Jesse Lee
Manager of CSWM Operations

\sv

Comox Valley Animal Hospital

Re: Letter of support for Kitty Cat Prevent a Litter Society

We write in support of Kitty Cat Prevent a Litter Society's (KCP) grant proposal to the BC Gaming Commission to support their trap, neuter-spay, and re-home/return feral cats throughout the Comox Valley Regional District (CVRD). KCP's efforts to control the feral cat population has been effective in reducing the overall number of homeless cats in the region and the amount of disease spread to domestic animals.

We enjoy a very close working relationship with KCP that benefits us both. KCP brings a significant amount of business to us each year through the medical treatment and spay/neuter of feral cats, and through new customers that adopt cats from KCP. In return, we offer KCP the use of our out buildings rent free, and our veterinarian staff are available to KCP for medical consultations.

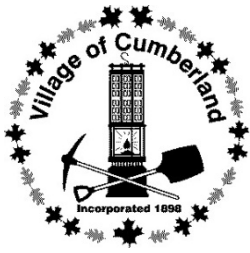
We supports KCP's plans to renovate, adapt and expand our buildings to better suit their needs. They need more space so they can locate the feral cats separately from the social cats and kittens to reduce their exposure to disease, an upgraded isolation room for better disease control, and a welcoming area for the public to visit. CVAH will assist with the renovations and continue to offer KCP the use of our buildings for free, they pay the utilities.

KCP provides a unique service in the Comox Valley and we support their efforts to expand their TNR program. There is a great need to control feral cat populations in our rural areas. KCP provides this service well, however, they are hampered by limited funding and capacity. We are eager to continue our partnership with KCP and believe the funding they will receive from the BC gaming commission will make a critical difference in our ability to accomplish our joint goals.

We encourage you to fund KCP's application now and in the future. Thanks for your consideration. Please contact me with any questions.

Sincerely,

Owner, Comox Valley Veterinarian Hospital



Community Grant Program 2018 Application

Part A: Organization	
Name: Cumberland Lake Wilderness Society	<input checked="" type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: Po Box 1389 Cumberland BC V0R1S0	
Contact Person: Jamie Noakes	Position: Executive Director
Phone: 250-299-2933	Email: executivedirector@clws.ca
Names of organization's directors: Heather MacLaren Maaike Pen Nancy Silverstein Ian Cooper	
How many members in the organization? 4 directors and up to 10 staff during operations	
What percentage are Cumberland residents? 80%	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input checked="" type="checkbox"/> Tourism/economic development <input type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: The Cumberland Lake Wilderness Society's vision is to facilitate programs that support environmental and social sustainability in Cumberland. Through outdoor education and low impact recreation, the Society strives to improve the relationship and understanding between wilderness and people by learning how to be part of natural ecological systems within and surrounding our community. These	

programs will be accessible to everyone while creating economic sustainability within all aspects of the Society's activities and programming.

Briefly outline the general services provided to Cumberland residents and/or the community:

Briefly outline the general services provided to Cumberland residents and/or the community:

The Cumberland Lake Wilderness Society (CLWS) currently operates the contract at Cumberland Lake Park. The services CLWS currently provide for the community and the residents of Cumberland are

- Camping
- Access to Comox Lake
- Swimming area
- Boat launch
- Day use picnic areas
- Recreational programming
- Hosting events (Snow to Surf, Momar)
- Access to rock climbing areas
- Outdoor educational programming
- Hiking trails accessed within the park

As the Society continues to grow, part of our mandate is to develop and implement educational wilderness programming. Many residents of Cumberland enjoy

Part B: Grant Request

Grant Amount Requested:

2018: 15,000

2019: 5,000

2020:

2021:

Value of In-kind Contributions Requested:

2018:

2019:

2020:

2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: The purpose of this grant is to provide funds for programming with Cumberland Community School. The Society is requesting a grant in the amount of \$20,000. The purpose of the grant to:

1. Keep costs of the tuition low to promote more programming onsite at Cumberland Lake Park. The Society would like to be able to subsidize groups and individual students through setting up a scholarship fund that school groups can access when they want to register for programs onsite. A large part of this grant will be used to subsidize large groups of students to participate with Cumberland Community School.

2. Develop the next level of our explorer program. Now that we've host 10 groups of students through our explorer program we feel it's time to develop the next level and extend what CLWS is able to offer for programming. \$5,000 will be allocated to further development of our explorer's program.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 12,000 (\$8,000 in 2018; \$4,000 in 2019)

Benefit to funding full request: Funding the entire project would help to keep tuition costs low, providing more access by students to the program. With full funding, it will also provide opportunities for long term longevity of the

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term "service" is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing

- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council's current strategic priorities without duplicating municipal services.

Search "OCP" at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search "strategic" at cumberland.ca to view Council's Strategic Priorities.

Describe: This program proposal and subsequent grant request furthers the vision and goals of the Cumberland official community. These priorities work in conjunction with the Village plan and the implementation of the Cumberland Lake Master Plan. This plan will help to diversify the economy within Cumberland with a focus on eco-tourism. The priorities this plan supports are:

- Promotion of the Village for local and regional businesses
- Recreation and tourism
- A healthy, active and engaged citizenry of all ages and walks of life
- Accountability and transparency
- Protection and enhancement of natural features and functions

As the Village continues to implement the OCP, the Society feels that thi

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: The program is accessible to all community members. The program is focused on youth, however volunteers can also access the program which will come from a variety of age groups and backgrounds.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: In the development of programming at Cumberland Lake Park, one of the main goals of the Society is to create equal access for all. To achieve this, the Society will create a percentage dividend that will go into a scholarship fund for those who wish to apply for financial assistance for programming. The Society will also be creating funding events and other initiatives to raise funds for people to access programming regardless of socioeconomic factors.

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe:

- The organization has strong financial and administrative management.

Describe: CLWS has a proven track record from 2015 - Current contract at Cumberland Lake Park, and highlights the ability of the Society to fiscally and operationally manage Cumberland Lake Park. This program is also addressing a community need in the lack of engaging outdoor programming for youth in Cumberland. We have also shown that we can develop and facilitate unique and engaging outdoor programming as demonstrated in the pilot program with Cumberland Community Schools. The experience of the board of CLWS is in experiential learning and outdoor education further demonstrating the Society's ability to develop and manage this project.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: As previously mentioned, the Society has demonstrated that it has the financial and administrative abilities to carry out this project. In 2017 through increased awareness in spending and strategic changes lowering expense's we have a surplus of \$20,000.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: This grant proposal is being requested to help program start up costs and keep tuition costs low and more accessible for Cumberland community school. The Society has already initiated the pilot program with much success, and has done so through volunteer efforts and subsidizing the project from last years surplus.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: This grant application will be focused on increasing programming on site at Cumberland lake park and developing new programming options onsite. Breaking the budget down, here is how the grant would fund the project:

\$5000 seed money for 2018 for new program development

The other portion of the grant (\$15,000) would be directly funding operations. The program is also expected to generate \$7500 in revenues.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: The Society will be seeking other grants to help fund the project, if the lesser amount was granted, the Society would seek funding through Mountain Equipment Coop. In the event that other sources help funded the project, the money could be allocated as follows:

- Return some of the grant money to the Village
- Funding for more programming
- Lower tuition costs for student groups

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

Financial grant: 10,900

Property tax exemption for the land/building that the organization occupies:

Facilities and/or land provided by the Village at no charge:

Public works services at no charge:

Other in-kind contributions:

Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: Executive Director

Printed name: Jamie Noakes

Date: Feb 28, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

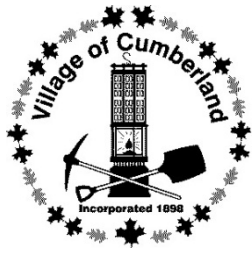
- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Appendix A - Budget

Revenues	2018/2019
Tuition	
Based on 4 session 50 students@ \$75 / student	\$15,000.00
Expenses	
Staffing	
Lead Guide Hourly Rate : 5 hours program delivery / week over 7 session. 3 hours lesson planning and Admin / week over 7 sessions. Session 8 at 10 hours. Total Hours / session = 132 hours at a rate of \$22 / hour with 4 sessions over the year.	\$11,616.00
Assistant Guide Hourly Rate: 5 hours program delivery / week over 7 sessions. 5 hours / week program preparation / week over 7 sessions. Session 8 at 10 hours. Total hours / session = 160 hours at a rate of \$17 / hour with 4 sessions over the year.	\$10,880.00
Employment Insurance	\$684.74
CPP	\$1287.80
WCB	\$442.28
Equipment Purchases	
Stoves / Cookware	\$1,000.00
Tarps	\$1,000.00
Bivys	\$1,500.00
Sleeping Mats	\$500.00
Scholarships for groups of students	\$18,160.82
Other Program Supplies	\$1,000.00
Student Journals	\$2,500.00
Village Dividend 10% of Gross Revenues	\$750.00
Total Expenditures	\$33,160.82
Revenues - Expenses	-\$15,000.00
Grant Request Amount	\$20,000.00



Community Grant Program 2018 Application

Part A: Organization	
Name: Cumberland Masonic Temple	<input checked="" type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: PO Box 1275 Cumberland BC V0R 1S0	
Contact Person: Kevin Flesher	Position: Jr Steward
Phone: 250 898 7215	Email: kevin.flesher@gmail.com
Names of organization's directors: John Kelley Fred Lefley Kevin Flesher Carey Nagey Ian Thomson Don Hilchey Victor Simonson	
How many members in the organization? 40	
What percentage are Cumberland residents? 50%	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input type="checkbox"/> Youth services <input checked="" type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input checked="" type="checkbox"/> Other: Venue for public purposes	
Briefly outline the organization's purpose, mandate and objectives: The Cumberland Masonic Hall located at 2687 is one of the original meeting, gathering and socializing places in the village. It is the hall in which school dances were once held, many wedding receptions, birthday parties and all sorts of public events including craft fairs, theatre productions, music concerts, poetry festivals and art shows.	
Briefly outline the general services provided to Cumberland residents and/or the community:	

This is a hall which has and continues to serve multiple services to the community. This is where Pacific Safety runs firearms courses, the Woodstove Music festival is based here and it is home to Pleasure Craft Theatre, The Cumberland Commando Choir, Pop up Choir, film nights for the Cumberland Forest Society, AGMs of the Culture and Arts Society and United Riders of Cumberland. It is also used as a commercial kitchen by Cumberland Hemp Company and Baaji Naan organic bread.

It is rented frequently for public announcements by developers such as Monterra homes, Cayet and others.

It is used for Masonic dinners and functions regularly throughout the year and is used by many other groups

Part B: Grant Request

Grant Amount Requested:

2018: 5000
 2019: 5000
 2020: 5000
 2021: 5000

Value of In-kind Contributions Requested:

2018:
 2019:
 2020:
 2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: To help pay our substantial expenses and provide funds for the ongoing upkeep and maintenance of the hall, in order that it can continue to provide an affordable, useful, and important role in the village. It is open for public rentals for small /medium gatherings, filling a gap when the CRI and Cultural Centre are oversubscribed. In order to improve and maintain this iconic capital asset, we need to have enough funds to do more than just stay afloat.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 1000

Benefit to funding full request: The basic cost of operating the hall, including insurance, taxes, utilities is in excess of 13,000 /year. This far outstrips the amount paid in dues by members and leaves us with no money for repair

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: Revitalize the historic village commercial core

Support tourism through parks and recreation, heritage, and environmental conservation

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: Many events happen at the hall for various demographics, including youth and the elderly. The hall is accessible. There are pancake and jam events happening for all ages, craft fairs, lantern labyrinths and other events to which the whole community is invited. The heritage value of this building is central to Cumberland's identity.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: Many of the events which happen at the hall are free or open to the public

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: The Cumberland Masonic Temple Association has been operating this hall since the 1890's

- The organization has strong financial and administrative management.

Describe: Fred Lefley, the treasurer of the Association can provide detailed reports spanning years of clear financial records.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: The Woodstove Festival is organized right here in Cumberland and brings hundreds of participants and spectators here. The majority of events and activities at the hall are organized by Cumberland residents for Cumberland residents. Public forums, dances, community events and more are all organized by and for this community.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Ours is a tradition which has deep roots and a long history, but at this time, our membership is smaller than it once was. Our financial situation is dire, if we are to be able to continue to offer this hall for community use, we require some assistance.

Please review the attached financial statement.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: Financial assistance from the Village would allow us to pay for some long overdue improvements to the hall, such as replacing the floor and furnace, upgrading the bathrooms and electrical. This iconic heritage building needs constant care and attention in order to keep it viable. With some help, we could make it an even more desirable and useful venue for public use.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: We will soldier on irregardless of any help, as we are in fact an organization that exists to serve and help our community. With some assistance, we will be able to maintain and improve our iconic hall to serve the next generation of Cumberlanders.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.
- Financial grant:
 - Property tax exemption for the land/building that the organization occupies:
 - Facilities and/or land provided by the Village at no charge:
 - Public works services at no charge:
 - Other in-kind contributions:
 - Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:	Position: Jr Steward
Printed name: Kevin Flesher	Date: Feb 1 st 2018
Applications must be accompanied by the following supporting documentation:	
<input checked="" type="checkbox"/> A detailed budget for the requested grant funding	
<input checked="" type="checkbox"/> The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year	
<input checked="" type="checkbox"/> The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year	
<input checked="" type="checkbox"/> A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable	
For your application, please submit application attachments electronically or single-sided in paper form.	
<ul style="list-style-type: none">• Do not include booklets• Do not include confidential information• Do not include more than 20 single-sided pages of information, including this form.	
Submit your completed application to the Village of Cumberland	
<ul style="list-style-type: none">• by email to info@cumberland.ca (you must receive a reply to confirm receipt)• by mail to Box 340 Cumberland, BC V0R 1S0• in person to 2673 Dunsmuir Avenue	

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

Annual Financial Statement
Of
Cumberland Masonic Temple Association
January 1 2017 to December31 2017

Income	2016	2017
Cumberland Lodge	2,000.00	2,000.00
Rentals	6,399.50	10,597.00
Misc. (return, NSF etc.)	741.00	700.00
Temple	3,460.00	
Donation	44.00	
Total Income	12,644.50	13,297.00
Expenses		
Gas	537.08	710.33
Heating oil	2 ,090.12	1,975.95
Hydro	743.36	939.02
Society Fee	50.00	160.00
Misc. {New Cheques, NSF etc}	693.36	555.34
Village (Taxes Water etc.)	3,404.76	3,155.41
Insurance	2,154.00	2,190.00
Grand Lodge{Loan}	1,047.00	871.53
Building Maint.	268.20	2,599.33
Total Expenses	10,985.52	13,156.91
Assets Chequing {103-327-3}	4,086.17	4,226.26
Liability {Cumberland Lodge &Members}	36,690.58	36,690.58
Assets Less Liability	{ 34,604.41}	[32,464.32]

Summary of the ledger ,receipt book, cancelled cheques and statements found correct

This information is a fair representation of the financial transaction of the society

Financial Reviewer

Treasurer

Fred Lefley



ROYAL BANK OF CANADA
 P.O. BAG SERVICE 2650
 CALGARY AB T2P 2M7

Business Account Statement

December 6, 2017 to January 5, 2018

RBBDA30000_6293368 E D 01600 00212
 CUMBERLAND MASONIC TEMPLE ASSOCIATION
 C/O FRED LEFLEY
 2010 PIERCY AVE
 COURTENAY BC V9N 3G3

Account number: 01600 103-327-3

How to reach us:

Please contact your RBC Banking representative or call
 1-800-Royal®2-0
 (1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

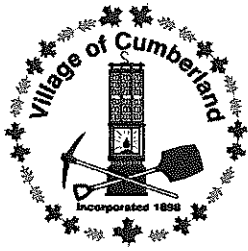
Royal Bank of Canada
 1015 RYAN RD, COURTENAY, BC V9N 3R6

Opening balance on December 6, 2017	\$4,406.85
Total deposits & credits (1)	+ 2,877.00
Total cheques & debits (4)	- 2,541.15
Closing balance on January 5, 2018	= \$4,742.70

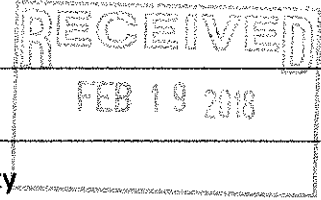
Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			4,406.85
19 Dec	BR TO BR - 0838		2,877.00	7,283.85
21 Dec	Cheque - 2	2,190.00		5,093.85
27 Dec	Cheque - 1	49.09		5,044.76
03 Jan	Online Banking payment - 1481 FORTIS BC NATUR	59.79		
	Online Banking payment - 4020 BC HYDRO	242.27		4,742.70
	Closing balance			4,742.70
	<i>ENEY</i>	<i>516.99</i>		<i>4226.26</i>

pg 00



**Community Grant Program
2018 Application**



Part A: Organization	
Name: Comox Valley Pipeband Society	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address: Box 1285 Comox BC V9N 7Z8	
Contact Person: Val Moore	Position: Treasurer Assistant
Phone: 250.339.7282	Email: val.moore@shaw.ca
Names of organization's directors: Gary Usher President Shannon Jones Secretary Willam Quigg Pipe Major Justin Rigsby Treasurer Connie Davis Piper Member at Large James Matsuda Drummer Member at Large	
How many members in the organization? 46	
What percentage are Cumberland residents? 9%	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input checked="" type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: Please refer to attached Mission statement (Empire Days Parade, Cumberland, BC)	
Briefly outline the general services provided to Cumberland residents and/or the community: CVPBS is the anchor pipeband at the Mayday Parade and lead the Village march up the street after the parade. Pipeband members attend funerals/celebrations of life, weddings, birthdays upon request.	

Part B: Grant Request

Grant Amount Requested:

2018: 1400

2019:

2020:

2021:

Value of In-kind Contributions Requested:

2018:

2019:

2020:

2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: Rental fees charged by School District 71 for classroom space for practice nights (2 times per week = approx 6 hours p/w total during Sept-June)

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: Band fundraising efforts currently help pay for rental fees

Benefit to funding full request:

- to call back 5400.70

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term "service" is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council's current strategic priorities without duplicating municipal services.

Search "OCP" at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search "strategic" at cumberland.ca to view Council's Strategic Priorities.

Describe:

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: Annual participation in Mayday activities including the parade, leading "massed bands" at park after parade, piping for the Laurie Tinkler Dancers and leading all visiting pipebands in parade up the street after activities in the park.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe: Piping and Drumming lessons are provided free of charge by band members for anyone interested in learning!

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.
Letters of support may be included in the application.

Describe:

- The organization has strong financial and administrative management.

Describe: Our Treasurer is a CPA,CGA. "Treasurer Assistant(Member at Large) is a retired banker with 39 years of service. Our President is a retired RCMP member/Municipal Bylaw officer

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: Celebrating Empire Days participating in the parade, park events including leading massed bands and piping for highland dancers.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Refer attached financial statements/proposed budget

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe:

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe:

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

Financial grant:

Property tax exemption for the land/building that the organization occupies:

- Facilities and/or land provided by the Village at no charge:
- Public works services at no charge:
- Other in-kind contributions:
- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature:

Position: President



Printed name: Gary Usher

Date: Feb 14.18

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

COMOX VALLEY PIPE BAND SOCIETY
STATEMENT OF REVENUES AND OPERATING EXPENDITURES
 October 31, 2017

	<u>2017</u>			<u>2016</u>				
	<u>Operating Fund</u>	<u>Gaming Fund</u>	<u>Capital Fund</u>	<u>Total</u>	<u>Operating Fund</u>	<u>Gaming Fund</u>	<u>Capital Fund</u>	<u>Total</u>
REVENUES								
Donations								
Charitable Org	300			300	250			250
Personal / Other	200			200	400			400
Playing Revenue	1,413			1,413	1,819			1,819
Fund Raising	4,510			4,510	5,770			5,770
Band Supplies-Sales	556			556	370			370
Gaming Grant (Prov of BC)				0				0
Dues	1,150			1,150	1,325			1,325
Total Revenue	8,129	0		8,129	9,934	0		9,934
EXPENDITURES								
Advertising	183			183	226			226
Licences & Fees	40			40	175			175
Rentals-Classrooms	1,134	100		1,234	1,040	131		1,171
Bank charges	110	80		190	111	80		191
Office, Copying, Postage	274			274	190			190
Equipment Supplies & Repairs	6,963			6,963	4,664	600		5,264
Fund Raising	2,540			2,540	2,869			2,869
Piping/Drumming Workshops				0				0
Travel				0				0
Total Expenditures	11,244	180		11,424	9,275	811		10,086
Excess/(Deficit) of Revenue over Expenditures (Operations)	(3,115)	(180)		(3,295)	659	(811)		(152)

COMOX VALLEY PIPE BAND SOCIETY
BALANCE SHEET
October 31, 2017

ASSETS	2017				2016			
	Operating Fund	Gaming Fund	Capital Fund	Total	Operating Fund	Gaming Fund	Capital Fund	Total
Current Assets								
Cash and Bank	4,626	25		4,651	17,985	205		18,190
Fixed Assets			22,181	22,181			11,937	11,937
Accumulated amortization			(12,961)	(12,961)			(11,937)	(11,937)
	0	0	9,220	9,220	0	0	0	0
TOTAL ASSETS	4,626	25	9,220	13,871	17,985	205	0	18,190
LIABILITIES								
Accounts Payable				0				0
NET ASSETS								
Opening Surplus	17,985	205	0	18,190	17,326	1,016	0	18,342
Transfer to Capital	(10,244)		10,244	0				0
Surplus/(Deficit)	(3,115)	(180)	(1,024)	(4,319)	659	(811)		(152)
NET ASSETS- Closing	4,626	25	9,220	13,871	17,985	205	0	18,190
TOTAL NET ASSETS & LIABILITIES	4,626	25	9,220	13,871	17,985	205	0	18,190

COMOX VALLEY PIPE BAND SOCIETY
 Budgeted Revenues / Expenditures
 2017-2018

	<u>Operating Fund</u>	<u>Gaming Fund</u>	<u>TOTAL</u>
REVENUE			
Donations - From Other organ	1 300		300
Donations - Personal	2 700		700
Membership Dues	3 1,225		1,225
Sales of band supplies	4 500		500
Playing Revenue	5 1,400		1,400
Gaming Revenue			-
Fund Raising	4,500		4,500
Donations "In Kind"-Music teaching/Playing	50,000		50,000
	<u>58,625</u>	<u>-</u>	<u>58,625</u>
EXPENDITURES			
Advertising	250		250
Bank charges	110	20	130
Licences & Fees	100		100
Rentals-Classroom	700		700
Rentals-Library	700		700
Entrance fees			-
Band supplies	4,000		4,000
Fund Raising expenses	2,500		2,500
Adult Uniform upgrades	500		500
Uniforms/Equipment-Youth			-
Special Music Training-Youth			-
"In Kind Expenses - Labour etc.	50,000		50,000
	<u>58,860</u>	<u>20</u>	<u>58,880</u>
NET SURPLUS/(DEFICIT)	- 235	(20)	- 255
OPENING CASH	<u>4,626</u>	<u>25</u>	<u>4,651</u>
CLOSING CASH BALANCE	<u><u>4,391</u></u>	<u><u>5</u></u>	<u><u>4,396</u></u>

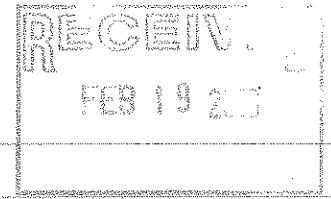
NOTES

1	Donations - Legion Aux / Other	<u><u>300</u></u>
2	Personal donations - estimate	<u><u>700</u></u>
3	Dues - approx 35 members @ \$35 per member =	<u><u>1,225</u></u>
4	Band supplies - breakeven	<u><u>500</u></u>
5	Playing Revenue	<u><u>1,400</u></u>

Empire Days Parade Cumberland, BC



The Comox Valley Pipe Band is a community based organization dedicated to the preservation and enhancement of Scottish culture in the Comox Valley. Established as a registered non-profit society in 1985, the band regularly participates in a wide variety of parades, community events and Highland gatherings as well as providing individual piping and drumming services for special events. The Band is particularly proud of the large number of young students which have been introduced to piping and pipe band drumming through its' training programmes. Many of the current band personnel were trained from within the band organization.



Dear Mayor and Council,

My name is Fisher Doyle, I am ten years old and a member of the Comox Valley Pipe Band Society.

For the last two years I have been learning to play the bagpipes by members of the band. We are a volunteer organization and rely on fundraising to pay for our rental space to practice at Isfeld High School. We practice two nights a week. Monday nights the band practices and Wednesday nights the band members teach for free new students. Everyone is welcome. You don't even need to be Scottish. 😊

As you know our Pipe Band is a big part of the Cumberland May Day celebrations. We march the parade, and our pipers accompany the Highland dancers. After the parade, we delight the crowds by marching up, Dunsmuir Ave and providing

entertainment at the Legior, The Cumberland pub, C.B.C.
Brewery and the Waverley Hotel.

I am writing to you, Mayor Baird, on behalf of
our Band. We are hoping you will consider our
application for a grant to help pay for our
rental space at Isfeld High school. This cost to
the Band is 1200\$ a year.

We love playing in Cumberland. See you all soon!

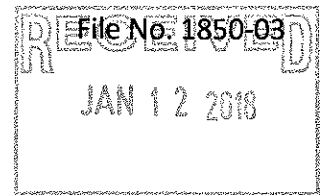
Sincerely, Fisher Doyle

Cornex Valley Pipe Band Society

President	Gary Usher	339-5904
Pipe Major	Bill Quigg	339-6444
Treasurer	Valerie Moore	339-7282



Community Grant Program 2018 Application



Part A: Organization	
Name: Rotary Club of Cumberland Centennial	<input type="checkbox"/> Registered Society <input checked="" type="checkbox"/> Not-for-Profit Organization
Mailing Address: C/o PO Box 199	
Contact Person: Linda Oprica	Position: Past event chair Italian dinner
Phone: 250-897-8587	Email: oprica@ascentcoaching.com
Names of organization's directors: Judy McQillan Keith Tatton Caroline Bradfield Margaret Neal Ellen Klassen Mike Bannerman Chris Becir	
How many members in the organization? 22	
What percentage are Cumberland residents? 75	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input type="checkbox"/> Arts and culture <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: to provide service/support to our local community and international projects	
Briefly outline the general services provided to Cumberland residents and/or the community: We have provided numerous things to the Village of Cumberland over the 12 years we have been a club. Some of them are: Bus shelters	

computers for individual
 breakfast and lunch programs to the Community school
 \$30,000 towards the Road to Rectreation
 Bike racks in 2008 plus 2 bike racks in 2017 for local businesses on Dunsmuir
 Care for the Orchard at the end of Camp Road for the past 10 years
 provided \$30,000 towards a community hospice in the Comox Valley
 Playground equipment at Village Park
 Fund the Dolly Parton Foundation books for every registered child in Cumberland from 0 to 5 years old with a book every month until school age
 provide road safety for MayDay, halloween & xmas parade

Part B: Grant Request

Grant Amount Requested:

2018:
 2019:
 2020:
 2021:

Value of In-kind Contributions Requested:

2018: 350
 2019: 350
 2020: 350
 2021: 350

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: The purpose of the inkind grant for the use of the Rec center and kitchen is to hold our annual italian dinner fund-raising event. This upcoming year will be our 13th annual dinner auction. This is our major fund-raiser for the rotary year. We hold a family style dinner and have a live and silent auction during the event. We host upwards of 300 people at this event each year and are sold out well before the event which is held the last Saturday in September or the first Saturday in October each year. We raise close to \$40, 000 from this event of which ALL profits (usually \$30,000) goes to local and international projects. The event is planned and executed by the 22 members of the club. We set up on Friday, Saturday all day, event Saturday evening and clean up on Sunday. We hire a chef to provide the dinner. The servers are from the Community School board (we

give them \$500) and the bartenders are from the PAC (we give them \$300). Everything else is done by the club members.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 0

Benefit to funding full request: We can give that money to a project in Cumberland

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term "service" is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council's current strategic priorities without duplicating municipal services.

Search "OCP" at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search "strategic" at cumberland.ca to view Council's Strategic Priorities.

Describe: We support with people and money several of the projects that the Village is involved with. ie. Playground, BMX, Road to Recreation, Downtown businesses

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers

Describe: Our event is open to the general public and we support the community school and PAC by using their services and providing payment so that they can use the money for their programs

- The service has no fee to participate OR assistance is available for those with limited income.

Describe:

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: You can see all the things we have supported in the Village every day

- The organization has strong financial and administrative management.

Describe: We have a treasurer and a finance committee and annual audits

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: All the parades, our Italian dinner, 75% of our members either live and/or work in Cumberland

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

<p>Describe: If we successfully obtain the in-kind grant we use that money for community projects throughout the current Rotary year. ALL of our money raised EVERY year goes to community and International projects. Our membership fees to belong to Rotary provide our operating funds.</p>
<p><input type="checkbox"/> For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years</p> <p>Describe:</p>
<p><input checked="" type="checkbox"/> The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.</p> <p>Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.</p> <p>Describe: We would have to pay for the rental of the rec center out of our club funds and therefore not have that money for projects in the community</p>

<p>Part E: Previous Community Contribution</p>
<p><input checked="" type="checkbox"/> The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.</p> <p><input type="checkbox"/> Financial grant:</p> <p><input type="checkbox"/> Property tax exemption for the land/building that the organization occupies:</p> <p><input checked="" type="checkbox"/> Facilities and/or land provided by the Village at no charge: 2016 & 2017</p> <p><input type="checkbox"/> Public works services at no charge:</p> <p><input type="checkbox"/> Other in-kind contributions:</p> <p><input type="checkbox"/> Other:</p>

<p>Part G: Declaration</p>
<p>As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.</p> <p>I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.</p>

Signature: Linda Oprica

Position: Past chair for Italian dinner

Printed name:

Linda E Oprica

Date:

January 11, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

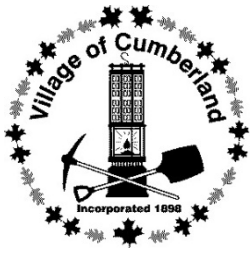
- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.



Community Grant Program 2018 Application

Part A: Organization	
Name: Steam Donkey Racing Club	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address: 2440 B First Street	
Contact Person: Ryan Parton	Position: President
Phone: 250 702 1103	Email: ryan@rpcopywriting.com
Names of organization's directors: Ryan Parton Sarah Vallintine Heather Skuja	
How many members in the organization? 3 (directors – we host races for the public rather than have a membership)	
What percentage are Cumberland residents? None, but we all play here! And many of our participants will be Cumberlanders...	
Organization Type (you may select more than one): <input type="checkbox"/> General community services <input type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input type="checkbox"/> Tourism/economic development <input type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input type="checkbox"/> Other:	
Briefly outline the organization's purpose, mandate and objectives: Our purpose is to host athletic multisport races and events, and to promote both physical activity and economic development through athletic competition. Our first event is Dodge City X, an off-road triathlon in Cumberland scheduled for September 9, 2018.	
Briefly outline the general services provided to Cumberland residents and/or the community:	

Dodge City X is expected to bring approximately 100 out-of-town athletes and their travel partners to Cumberland. Based on demographic info and trail user studies, we anticipate it will generate a projected \$43,500 in local economic impact, plus the \$36,000 of spending to put on the event. We anticipate 50-60 local athletes will also compete, many of whom will be Cumberlanders. On a longer-term level, DCX will showcase Cumberland's legendary trail network to a new wave of endurance athletes from Vancouver Island, the Pacific Northwest and even further afield (e.g. we have a multisport team in Winnipeg sending a contingent.) Part proceeds will go to UROC and we'd like to involve CCFS as well.

Part B: Grant Request

Grant Amount Requested:

2018: \$6400
 2019: \$3400
 2020: \$2600
 2021: \$2000

Value of In-kind Contributions Requested:

2018: \$200
 2019: \$200
 2020: \$200
 2021: \$200

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: This grant will help us offset some of the hard costs for putting on this event, including things like permits, athlete items (medals, swim caps, transition bags), timing/registration services and first aid attendants / lifeguards. We've requested multi-year funding to help us host this event on an annual basis. Our request for each year goes down annually as we project revenues from registrations to rise in subsequent years.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: \$3,000

Benefit to funding full request: Receiving full funding will allow us to reduce entry fees for participants, thereby attracting more athletes, and help us make their time in Cumberland even more unforgettable!

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

Search “OCP” at cumberland.ca to view *Part B, Vision and Goals* of the official community plan.

Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.

Describe: Dodge City X is perfectly in line with the Village's vision of a "thriving, resilient and diversified economy based on tourism..." This event promotes Cumberland as a tourism destination, celebrating the "cycling culture" that's recognized as a key tourism goal, and it encourages healthy lifestyles among residents. Based largely in the

adjacent forest, DCX also indirectly promotes the goal of "protection and enhancement of natural features;" the more people discover and enjoy Cumberland's wilderness, the more they will want to fight to protect it.

Community Accessibility

- The service is open to the public or is accessible to a large portion of Cumberland's residents, including youth and/or seniors, as participants, spectators or volunteers
- Describe: Dodge City X is open to all participants ages 16 and up. The shorter sprint course and relay options are available to make the event accessible to a wider variety of participants.

- The service has no fee to participate OR assistance is available for those with limited income.

Describe:

Organization Reliability and Community Support

- The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.

Letters of support may be included in the application.

Describe: Steam Donkey Racing Club is a new society that rose from the need for an organization to promote Cumberland's trail network to the multisport community. The directive for this race actually came from Triathlon BC's board of directors, which identified Cumberland as a desirable venue for a cross triathlon. Existing local groups were unable to take it on, and so Steam Donkey Racing Club was born.

- The organization has strong financial and administrative management.

Describe: The society's race director / president, Ryan Parton, has run a successful business in the Comox Valley for 10 years and has strong ties in the community. His fellow directors have a similar pedigree in the Valley, including significant connections and resources within the local trail running community. PACE Multisport, whose principals have agreed to assist with event planning and coordination, have extensive experience with multisport coaching and hosting of events.

- The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.

Describe: At every stage of this process thus far, I've received considerable support and interest from the Cumberland community. This ranges from UROC, which has been a great planning resource, to Village staff, to athletes I've ridden with or met on the trails. While we haven't yet been able to promote the race directly, we've had an interest sign-up page that's already attracted nearly 100 people interested in participating.

Financial Need

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Being a brand new society, we have no cash reserves! (We also have no financial records yet - please advise in more info is needed.) Funding for Dodge City X will come exclusively from registration fees, sponsorships and grants. Putting on an event of this magnitude, and which does service to the culture of Cumberland's trail sport community, requires considerable resources. We've done our best to project revenues and expenses as closely as possible, but it's always tricky with a new event. We're relying on grants, therefore, to reduce some of the uncertainty and enable us to host a spectacular event that will cement Cumberland's "legendary" reputation in the hearts of participants.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe:

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe: We've requested funding from VIA Sport (BC Hosting grants) and CVEDS. The VIA Sport grant in particular wants to see that we have funding from other grantors, and the Cumberland Community Grant will help us secure that. While no sponsorship dollars have been officially secured (we haven't been able to promote the event directly yet), I've received interest from several businesses and I don't expect it to be a problem. And while we can't say with complete certainty how many participants this event will attract, we expect the raise between \$13,000 and \$17,000 in registration fees.

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.
- Financial grant:
 - Property tax exemption for the land/building that the organization occupies:
 - Facilities and/or land provided by the Village at no charge:
 - Public works services at no charge:

- Other in-kind contributions:
- Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature: Ryan Parton

Position: Race Director

Printed name: Ryan Parton

Date: February 3, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

DODGE CITY X BUDGET PROJECTIONS

Item	Expected Expenses	Expected Sponsored/Provided
Permits, etc.		
TimberWest	\$100	
Hancock	\$250	
Trilogy	\$300	
Village of Cumberland	\$100	\$100
Cumberland Lake Society	\$150	
Sanctioning/Insurance (Tri BC)	\$2,250	
Extra forest fire insurance	\$100	
Director's insurance	\$275	
Swag & Nosh for athletes & volunteers		
Medals	\$350	
Food	\$1,500	\$750
t-shirt design	\$175	\$175
t-shirts	\$3,000	
t-shirts for volunteers	\$500	
swim caps	\$300	
swag bags	\$375	
garbage bins	\$50	\$25
Supplies		
flagging	\$300	
tables for aid station, registraion, and f	\$400	\$200
fencing rental	\$200	
snow fencing	\$150	
Porta Potties (5) - 2 for lake, 3 for Villag	\$575	
electrical?		
tents (rental)	\$250	\$125
pylons for separating two-way traffic	\$100	\$100
two-way radios (based on 25	\$800	\$500
Sound system rental	\$225	\$225
swim buoys	\$2,000	\$2,000
Signage	\$500	
race bibs	\$50	
teardrop flags (6)	\$900	
Promotion		
Website	\$1,500	\$1,000

Hosting	\$135	\$15
Tri BC magazine ad	\$200	
Tri BC eNews ad & link	\$150	
Facebook ads	\$450	
Stoke piece printing	\$150	\$150
Black Press ads	\$1,500	\$750
Logo design	\$500	\$500
Rack Cards	\$150	\$150
Posters	\$200	\$200
Photography	\$500	
Video	\$750	

Other

Timing Services	\$1,000	
Registration software CCN)	\$900	
Timing equipment (rental)	\$975	
Timing Service (remote)	\$200	
Personnel	\$9,000	

Safety

Lifeguards	\$300	
Signs for traffic nearing lake	\$100	
St. John's Ambulance	\$500	

Society annual filing	\$40	
Society registration & name search	\$130	

PROJECTED REVENUE

Registrations	\$15,625
Other Sponsorship	\$2,250
CVEDS tourism grant	\$750
Village of Cumberland grant	\$6,400
Community Gaming Grants	

Hosting grants - TriBC \$4,000

Totals: \$35,555 \$35,990

Projected Donatable Amt/Shortfall \$435

A NEW LEGEND IS BORN

09.09.18

WELCOME TO DODGE CITY CUMBERLAND, BC

To wannabe travel writers, it's the Village in the Forest. To locals, it's an eclectic and wildly unpredictable community of free-spirited individuals - where the ghosts of Ginger Goodwin and countless forgotten coal miners share the rough streets with a new generation of fiercely independent Islanders and stoke-chasing urban refugees.

But to those of us who crave the mud beneath our shoes, or the intoxicating rush of shredding dirt trails carved from the rainforested slopes of some of the Pacific Rim's most inviting wilderness, it's nothing short of legendary.

This is Cumberland, BC. Welcome to Dodge City.

THE CONCEPT

Dodge City X is, quite simply, the toughest off-road (cross) triathlon ever held in Canada. This September, 100 to 150 of the region's most dedicated amateur endurance athletes will race by hand, by bike and by foot as they battle for bragging rights, personal pride and local glory.

Our Standard Course features:

- A 1.5 k swim in the glacier-fed waters of Comox Lake
- A 23 k mountain bike over some of Vancouver Island's gnarliest singletrack
- A 9.5 k, glute-busting trail climb that will separate the truly committed from the woefully unprepared

A roughly half-distance Sprint Course and a relay option are also available.

Proceeds from Dodge City X will benefit the United Riders of Cumberland (UROC), which maintains and manages access to Cumberland's trail network.

WHAT HAPPENS IN THE FOREST WON'T STAY IN THE FOREST

Dodge City X isn't just a race. It's a celebration, both of athletic pursuit and of the camaraderie of an enviably close-knit community.

Following the race, athletes will join their supporters at Race Central, in the heart of Cumberland, where the good vibes will pulse throughout the afternoon. Race Central will feature music, sponsor kiosks and a well-stocked athlete's area, and we're working on a few other ways to create a festive, jovial atmosphere.

Post-race festivities will include award presentations, door prizes and countless tales from the trails as great memories become solidified and sweat-forged friendships are born.

**ARE YOU READY
TO GET DIRTY?**

WHY GET INVOLVED IN THE DODGE CITY X CROSS TRIATHLON?

BECAUSE IT'S CHILL

Cross triathlon attracts dedicated endurance athletes, but it's also known for its unpretentious, fun and supportive community.

BECAUSE IT'S NEW

For years, endurance athletes have known about Cumberland's trail network. Until a recent land-use agreement, however, the 80+ kilometres of world-class singletrack were required to remain a Cumberland state secret. But now the secret is out.

BECAUSE IT'S HUGE

Born in Maui in 1996, cross triathlon has evolved in lockstep with athletes' growing appetite for new challenges. There are now more than 350 cross triathlon races held every year worldwide.

BECAUSE IT'S OURS

Dodge City X was born - and will remain - right here in the Comox Valley. This is a grassroots initiative fuelled by both our love of sport and our unapologetic, flag-waving pride in our community.

BECAUSE IT'S YOURS

This isn't just our race. It's your race. And it's your opportunity to get in on the ground floor of the next evolution of Comox Valley endurance sport.

THE OPPORTUNITY

Dodge City X represents a unique opportunity to become part of a bold new endurance event that's riding the crest of two growing trends:

- Cross triathlon is the fastest-growing form of triathlon in the world, growing 12% over the past three years.
- Cumberland, formerly BC's best-kept secret, has become the bona fide epicentre of Vancouver Island mountain biking. With a formal land use agreement now in place, stakeholders are finally able to promote Cumberland as the world-class mountain biking and trail running destination that it is.

THE COMOX VALLEY IS PRIMED FOR CROSS TRIATHLON

- Three Comox Valley cross triathletes competed in the 2017 XTERRA World Championships in Maui, considered the pinnacle of the sport.
- Four local athletes represented Canada at the 2017 ITU World Cross Triathlon Championships in Penticton, with one earning a podium spot.
- Comox Valley athletes owned the podium at the Canadian Cross Triathlon Championships. We finished first, second and third in the M30-34 category, first in the F30-34 category and second in the M40-44 division.

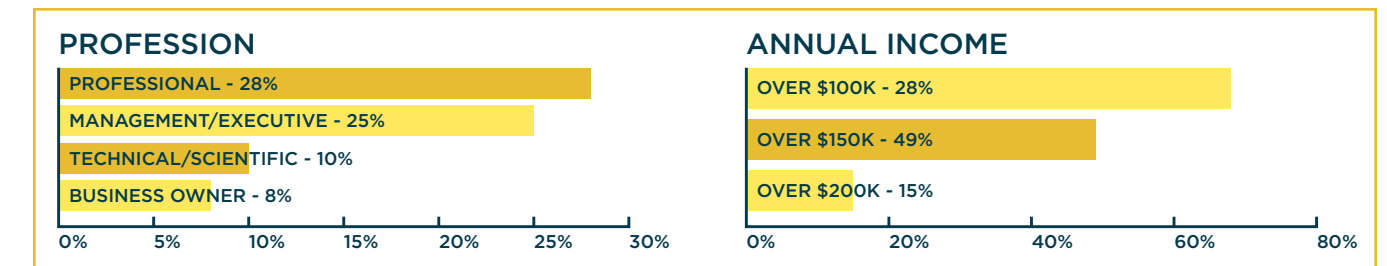
The Comox Valley is a hotbed of high performance cross triathletes. Now that we have a race of our own, our local athletes are ready to defend their home turf. Bring it on!

THE DEMOGRAPHICS

Triathletes tend to be highly educated, highly driven competitors with annual incomes well above average. They're also more than willing to spend their money in order to achieve the results they crave.

Because Dodge City X is being promoted as a cross triathlon for experienced mountain bikers, it's going to attract those dedicated athletes who aren't shy about investing in their performance or enjoyment of the sport.

GLOBAL CROSS TRIATHLON DEMOGRAPHICS



Courtesy XTERRA, 2018

CUMBERLAND TRAIL USERS

A 2016 Cumberland trail user study found that:

- On average, 8,757 people used the trails every month (292 per day)
- Most (67.5%) were in the key demographic of 30-49 years old.
- Most held at least a technical or college diploma
- More than half of trail users had a household income of at least \$80,000

PARTNERING WITH DODGE CITY X

We know that we need to earn your engagement. We believe that the best way to do that is by hosting a kick-ass event that will deliver huge exposure and a solid return for your brand.

That's why, for the inaugural Dodge City X, we're only asking for a single-year commitment. Partner with us in 2018, though, and you'll have the first opportunity to lock in your engagement for future years.

TITLE SPONSOR

ONE OPPORTUNITY

› YOU'RE EVERYWHERE. YOU ARE DODGE CITY X!

- Name association with Dodge City X in all media & promotion
- Logo on all posters, rack cards and shirts
- Logo on athlete swim caps
- Spot for banners/flags/display at Race Central & start
- Spot for kiosk at Race Central
- "Shout-outs" throughout event
- Opportunity to place items in swag bags
- Logo/link on all pages of DodgeCityX.ca
- Opportunity to present post-race awards on podium
- Social media exposure up to and including race day
- 2 free race entries

Cost:
\$1,500

SWIM, BIKE OR RUN SPONSOR

THREE OPPORTUNITIES

› OWN AN ENTIRE SEGMENT OF DODGE CITY X.

- Name association with one leg of the race (e.g. "the RP Copywriting Bike Course")
- Logo on all posters, rack cards and shirts
- Spot for banners/flags/display at Race Central
- Spot for kiosk at Race Central
- "Shout-outs" throughout event
- Opportunity to place items in swag bags
- Logo/link on all pages of DodgeCityX.ca
- Social media exposure up to and including race day
- 1 free race entry

Cost:
\$750

SWIM/LAKE
ICON

BIKE/TREE
ICON

RUN/MTN
ICON

PARTNERING CONT

COMMUNITY PARTNER

SEVERAL OPPORTUNITIES

› YOU SCRATCH OUR BACK; WE'LL SCRATCH YOURS.

- Logo on all posters, rack cards and athlete shirts
- “Shout-outs” throughout event
- Opportunity to place items in swag bags
- Logo/link on Sponsors page of DodgeCityX.ca
- Social media mentions

Cost:

CASH OR IN-KIND DONATION OF \$500 OR GREATER

COMMUNITY SUPPORTER

SEVERAL OPPORTUNITIES

› BE PART OF THE DODGE CITY X ATHLETE EXPERIENCE.

- Name on all posters and shirts
- ‘Shout-outs’ throughout event
- Opportunity to place items in swag bags
- Logo/link on Sponsors page of DodgeCityX.ca
- Social media mentions

Cost:

CASH OR IN-KIND DONATION OF UNDER \$500

SPECIAL OPPORTUNITIES ASK FOR DETAILS!

ACCOMMODATIONS PARTNER

ONE OPPORTUNITY

› LET'S PUT SOME HEADS IN YOUR BEDS!

FOOD PARTNER

ONE OPPORTUNITY

› NOURISH OUR ATHLETES; STRENGTHEN YOUR BRAND

NUTRITION SPONSOR

ONE OPPORTUNITY

› BE THE OFFICIAL RACE DRINK & NUTRITION

MEDIA PARTNER

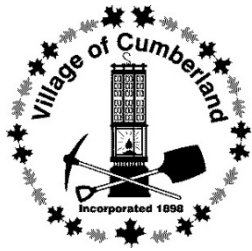
TWO OPPORTUNITIES; DISTINCT MARKETS

› HELP BRING DODGE CITY X TO THE WORLD

PARTNER UP WITH THE MOST EXCITING THING TO HIT
CUMBERLAND SINCE CRUISER BIKES AND CRAFT BEER.

Contact Ryan at ryan@rpcopywriting.com or 250.702.1103
to become a part of Dodge City X!

DESIGN SPONSORED BY ROAM MEDIA  | ROAMMEDIA.CA
  @ROAMMEDIA



Community Grant Program 2018 Application

Part A: Organization	
Name: United Riders of Cumberland	<input checked="" type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address:	
Contact Person: Evan Loveless	Position: Vice President
Phone: 2507026565	Email: evanloveless@mac.com
Names of organization's directors: Erik Holbeck, Evan Loveless Mike Manara, Tara Miller Adam Speigel Jeremy Grasby Dan Espeseth Ally Greer Emilie Thy	
How many members in the organization? 500	
What percentage are Cumberland residents? 250	
Organization Type (you may select more than one): <input checked="" type="checkbox"/> General community services <input checked="" type="checkbox"/> Youth services <input type="checkbox"/> Seniors services <input checked="" type="checkbox"/> Tourism/economic development <input type="checkbox"/> Arts and culture <input checked="" type="checkbox"/> Sports and recreation <input checked="" type="checkbox"/> Other: Land/Trail management	
Briefly outline the organization's purpose, mandate and objectives: A. To advocate for mountain biking. b. To foster a positive working relationship with landowners to facilitate access. c. To build and maintain mountain bike trails. d. To host mountain bike events. e. To promote and encourage mountain biking in youth.	

- f. To facilitate group rides.
- g. To encourage the positive spirit of mountain biking in the community.
- h. To work with other community groups, agencies, societies and organizations sharing similar purposes.

Briefly outline the general services provided to Cumberland residents and/or the community:
 Advocating for mountain biking with regional governments and private land owners.
 Working with private landowners to facilitate access for recreational trail use
 Building and maintaining mountain bike trails.
 Host mountain bike races and other events.
 Partnering with CCSS to offer youth mountain biking programs and initiatives.
 Facilitate group rides.

Part B: Grant Request

Grant Amount Requested:

2018: 15000
 2019: 15000
 2020: 15000
 2021:

Value of In-kind Contributions Requested:

2018: 500
 2019: 500
 2020: 500
 2021:

Purpose of Grant (you may select more than one):

- General operating funds
- One-time special project
- Municipal fees
- In-kind services
- Other

Please describe the purpose of the grant: Grant funds will primarily be used for continuing land access and trail management projects for Cumberland's extensive trail network, much of which is on the adjoining private lands. This includes expenses for trail signage, trail inventories, trail maintenance, meetings and communication regarding forestry operations and access, events and some staff management time from our Trail Manager.

****You must include a detailed budget for the requested grant funding with this application****

The Village has a limited budget for the Community Grant Program and the program may be oversubscribed. Full funding for your request may not be approved.

Minimum grant required for the service to proceed: 13000

Benefit to funding full request: Full funding will allow us to fulfill our trail management planning

Part D: Mandatory Criteria

Your application will be evaluated based on the information provided in this application. The term “service” is used here as a general descriptor for the service, event, or program proposed to be funded.

- Please indicate whether your application meets the criteria by checking the appropriate boxes and giving a detailed description
- Please give quantitative data, evidence, or direct examples where available
- Applications that do not meet the mandatory criteria will not be considered by Council

Community Benefit

The service encourages, improves, supports, and/or fosters one or more of the following Cumberland community benefits:

- Community identity
- Quality of life
- Community wellbeing
- Economic development, e.g. tourism, promotion of business and industry
- Heritage preservation
- Arts and culture
- Environmental preservation
- Volunteerism
- Healthy lifestyles
- Local food production
- Accessibility
- Affordable housing

- The service furthers the vision and goals of the Cumberland official community plan and/or supports Council’s current strategic priorities without duplicating municipal services.

<p>Search “OCP” at cumberland.ca to view <i>Part B, Vision and Goals</i> of the official community plan.</p> <p>Search “strategic” at cumberland.ca to view Council’s Strategic Priorities.</p> <p>Describe: UROC is the driving force behind mountain biking, and trail development and use in the community - key drivers of Cumberland’s tourism economy. Our efforts to secure legal access the trail networks has allowed the community and visitors to use the trails, and helped many business to succeed in the downtown core. This economic development has also been supported by the community.</p>
<p>Community Accessibility</p>
<p><input checked="" type="checkbox"/> The service is open to the public or is accessible to a large portion of Cumberland’s residents, including youth and/or seniors, as participants, spectators or volunteers</p> <p>Describe: Our land access agreement allows the public to access the trail network for free but at their own risk.</p>
<p><input checked="" type="checkbox"/> The service has no fee to participate OR assistance is available for those with limited income.</p> <p>Describe: Use of the trail network is free. Race entry fees are waved for Cumberland youth.</p>
<p>Organization Reliability and Community Support</p>
<p><input checked="" type="checkbox"/> The organization has a proven track record of successful community service or programs with productive results; OR is a new service in response to community need.</p> <p>Letters of support may be included in the application.</p> <p>Describe: 10 years of successful events. Partnering with the Village and other community organizations on various programs, projects and initiatives.</p>
<p><input checked="" type="checkbox"/> The organization has strong financial and administrative management.</p> <p>Describe: 10 years of balanced budgets. Successful in securing a BC Rural Dividend grant in 2016. annual Engagement reviews</p>
<p><input checked="" type="checkbox"/> The organization has a significant number of Cumberland residents participating directly in the service as participants, spectators and/or volunteers, which illustrates the overall community support of the organization and the service.</p> <p>Describe: UROC had average of 150 racers at each of its 6 events in 2017. There are an estimated 70000 annual uses of the trail network that UROC manages. Approx. half of these will be Cumberland residents.</p>
<p>Financial Need</p>

- Describe your organization's financial need to provide this service; Explain any cash reserves or balances in the organization's financial statements.

Describe: Funding is required to support our land access and trail management planning. UROC does have a small cash reserve that we are saving to match/leverage other potential project grant funding, and for contingency.

- For an operating funding application, the organization is requesting no more than 50% of its operating budget from the Village of Cumberland, or the application is for seed funding for no more than three consecutive years

Describe: This funding application represents less than 10% of our operating budget.

- The organization has other sources of confirmed funding and/or in-kind contributions for the service OR the organization has applied for other sources of funding for the service.

Please indicate whether the provision of the service is contingent on the success of another grant, and whether the approval of a Cumberland grant would provide leverage for other funding applications.

Describe:

Part E: Previous Community Contribution

- The organization has received other financial or in-kind benefits from the Village of Cumberland in the past five years. Indicate the years received and the value/estimated value.

Financial grant: 2015 (\$11,000), 2016 (\$12,000), 2017 (\$13,000)

Property tax exemption for the land/building that the organization occupies:

Facilities and/or land provided by the Village at no charge: Park use permit fees: 2015, 2016, 2017 (\$500)

Public works services at no charge:

Other in-kind contributions:

Other:

Part G: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Signature: Evan Loveless

Position: Vice President

Printed name: Evan Loveless

Date: February 28, 2018

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the requested grant funding
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year
- The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year
- A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable

For your application, please submit application attachments electronically or single-sided in paper form.

- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications must be received by Wednesday, February 28, 2018 at 4 pm

For more information, please contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.

UROC 2018 OPERATING BUDGET

REVENUE			2018	2017
Memberships			\$11,000	\$9,890
Race Fees			\$30,000	\$34,448
Sponsorship			\$10,000	\$6,498
Fundraising			\$7,000	\$0
Donations			\$3,000	\$2,241
Map Sales			\$8,000	\$0
Village of Cumberland (Grant in Aid 2018)			\$15,000	\$13,000
CVRD Recreation Grant (Grant in Aid)			\$4,500	\$4,500
Inkind Village Park fees			\$500	\$500
Trail Crew Contracts			\$4,000	\$0
Miscellaneous			\$1,000	\$0
			\$94,000	\$71,077
Project Grants				
Rural Dividend Grant			\$80,000	\$44,500
			TOTAL REVENUE	\$174,000
				\$115,577
ADMIN EXPENSES				
Admin			\$1,700	\$3,584
Banking and PayPal Fees			\$1,000	\$656
TOTAL			\$2,700	\$4,240
GENERAL EXPENSES				
Race Expenses			\$10,000	\$14,629
Fundraising Expense			\$1,000	\$0
Insurance	D&O	\$ 800.00		\$800
	General Liability	\$ 7,500.00		\$5,620
	Total Insurance		\$8,300	
Professional Fees (Accounting and Legal)			\$2,500	\$1,655
Communication and Media			\$1,000	\$0
Membership			\$1,500	\$0
Meetings			\$1,000	\$1,000
Conferences and Workshops - Hosted			\$2,500	\$0
Conferences and Workshops - Attended			\$2,500	\$1,522
Storage Unit Rental			\$1,500	\$1,134
Permit Fees			\$500	\$500
Miscellaneous			\$1,000	\$0
TOTAL			\$33,300	\$26,860
TRAIL MANAGEMENT EXPENSES				
Trail Manager Wages and Benefits			\$30,000	\$21,000
Trail Crew Wages and Benefits			\$25,000	\$10,876
Materials and Supplies			\$10,000	\$2,000
Tool Repair and Replacement			\$1,500	\$400
Signage			\$5,000	\$45,000
TOTAL			\$71,500	\$79,276
TOTAL OPERATING EXPENSES			\$107,500	\$110,376
TRAIL PROJECT EXPENSES				
Climbing Trail			\$100,000	\$0
Total Projects			\$100,000	\$0
TOTAL EXPENSE			\$207,500	\$110,376
NET SURPLUS			(\$33,500)	\$5,201

UNITED RIDERS OF CUMBERLAND ASSOCIATION
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2017
(Unaudited)

	2017	2016
CURRENT ASSETS		
Cash	\$ 84,269	\$ 79,215
Accounts receivable		353
Prepaid expenses and deposits	750	250
	\$ 85,019	\$ 79,818
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 1,500	\$ 1,500
Deferred sponsorship income	1,250	1,250
	2,750	2,750
NET ASSETS	82,269	77,068
	\$ 85,019	\$ 79,818

Approved by the Board

UNITED RIDERS OF CUMBERLAND ASSOCIATION
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2017
(Unaudited)

	<u>2017</u>	<u>2016</u>
REVENUE		
Grants (Note 3)	\$ 62,000	\$ 32,000
Races	34,448	27,815
Fundraising and donations	2,241	4,814
Sponsorship	6,498	4,930
Memberships	9,890	8,220
Merchandise	-	679
	<u>115,077</u>	<u>78,458</u>
EXPENSES		
Administration	3,584	1,235
Bank charges and fees	656	1,715
Board meetings	2,522	1,424
Contractors	8,478	800
Donations (Note 4)	-	20,000
Fundraising	2,400	2,382
Insurance	6,420	5,752
Marketing	-	228
Professional fees	1,655	1,904
Race set up	14,629	9,305
Salaries	16,494	-
Storage rental	1,134	2,003
Supplies	-	1,039
Trail management	51,904	11,288
	<u>109,876</u>	<u>59,075</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 5,201</u>	<u>\$ 19,383</u>

The accompanying notes are an integral part of these financial statements.

UNITED RIDERS OF CUMBERLAND ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2017
(Unaudited)

	<u>2017</u>	<u>2016</u>
OPENING NET ASSETS	\$ 77,068	\$ 57,685
EXCESS OF REVENUE OVER EXPENSES	5,201	19,383
ENDING NET ASSETS	<u>\$ 82,269</u>	<u>\$ 77,068</u>

Draft for management discussion purposes only

The accompanying notes are an integral part of these financial statements.

UNITED RIDERS OF CUMBERLAND ASSOCIATION
STATEMENT OF CHANGES IN CASH FLOW
YEAR ENDED DECEMBER 31, 2017
(Unaudited)

	<u>2017</u>	<u>2016</u>
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 5,201	\$ 19,383
Changes in non-cash working capital		
Accounts receivable	353	(288)
Prepaid expenses and deposits	(500)	500
Accounts payable and accrued liabilities	-	(15,607)
Deferred income	-	1,250
	<u>5,054</u>	<u>5,238</u>
NET CHANGE IN CASH		
BEGINNING CASH	<u>79,215</u>	<u>73,977</u>
ENDING CASH	<u>\$ 84,269</u>	<u>\$ 79,215</u>

The accompanying notes are an integral part of these financial statements.