



AMENDED AGENDA - VICTORIA CITY COUNCIL
SPECIAL MEETING OF WEDNESDAY, AUGUST 5, 2015, AT 8 A.M.
Council Chambers, City Hall, 1 Centennial Square

A. APPROVAL OF AGENDA

B. NOTICE OF MOTION

1. **LATE:** Motion - Public Engagement on Solutions for Sheltering and Homelessness
--Mayor Helps, Councillor Isitt

C. UNFINISHED BUSINESS

1. Guiding Documents

1. Report to the July 9, 2015 Council Meeting
2. **LATE:** Report to the July 23, 2015 Council Meeting - Applications that Impact Public Space
3. 2015 Strategic Plan and Micro Grant - Applications Received
4. 2015 Strategic Plan Grant Applications - Linked Outcomes
5. 2015 Strategic Plan Grant Applications - Applicant Selected Strategic Plan Objectives
6. 2015 Strategic Plan and Micro Grant Applications - Summary Details

2. All Applications

1. AIDS Vancouver Island
2. Bipolar Disorder Society of British Columbia
3. Burnside Gorge Community Association
4. Burnside Gorge Community Association (Micro Grant)
5. Central Middle School
6. Communica Dialogue and Resolution Services Society
7. Community Social Planning Council of Greater Victoria
8. Cook Street Village Activity Centre Society (New Horizons)
9. Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 1)
10. Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 2)

11. Ecole Margaret Jenkins School Parent Advisory Committee and School District 61
12. Fairfield Gonzales Community Association
13. Fairfield Gonzales Community Association (Application 1 - Micro Grant)
14. Fairfield Gonzales Community Association (Application 2 - Micro Grant)
15. FED Restaurant Society
16. FED Restaurant Society (Micro Grant Application)
17. Fernwood Neighbourhood Resource Group Society
18. Friends Uniting for Nature Society
19. George Jay Elementary School PAC, partnering with SD61 (Micro Grant)
20. Greater Victoria Cycling Coalition
21. Greater Victoria Placemaking Network Society
22. Home is Where we Live - LifeCycles Project Society
23. Home is Where we Live - LifeCycles Project Society (Micro Grant)
24. InterArts Centre for Makers
25. Island Sexual Health Society
26. Island Transformations.Org Educational Society
27. James Bay Neighbourhood Association
28. James Bay Neighbourhood Association (Micro Grant)
29. James Bay New Horizons (Application 1)
30. James Bay New Horizons (Application 2)
31. Jewish Community Centre of Victoria
32. Literacy Victoria
33. Living Edge Community
34. Ministry of Casual Living
35. Oaklands Community Association
36. Open Space Arts Society
37. Pacific Peoples' Partnership
38. Social Innovators Network
39. Synergy Sustainability Institute
40. The Bateman Foundation / The Robert Bateman Centre
41. Threshold Housing Society
42. Umbrella Society for Addictions and Mental Health
43. Victoria Brain Injury Society
44. Victoria Community Micro Lending Society (Application 1)
45. Victoria Community Micro Lending Society (Application 2)
46. Victoria Compost and Conservation Education Society (Compost Education

Centre)

47. Victoria Conservatory of Music
48. Victoria Sexual Assault Centre
49. Victoria West Community Association
50. Victoria West Community Association (Application 1 - Micro Grant)
51. Victoria West Community Association (Application 2 - Micro Grant)
52. Viva Youth Choirs Society of Victoria
53. We Rage We Weep Alzheimer Foundation
54. Victoria Immigrant and Refugee Centre Society (Ineligible for this intake)
55. White Eagle Polish Association "Bialy Orzel" (Ineligible for this intake)

3. Grants \$10,000 and Above

1. Aids Vancouver Island
2. Central Middle School
3. Communica Dialogue and Resolution Services Society
4. Community Social Planning Council of Greater Victoria
5. Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 1)
6. Ecole Margaret Jenkins School Parent Advisory Committee and School District 61
7. Fairfield Gonzales Community Association
8. FED Restaurant Society
9. Greater Victoria Cycling Coalition
10. Greater Victoria Placemaking Network Society
11. Home is Where we Live - LifeCycles Project Society
12. InterArts Centre for Makers
13. James Bay New Horizons
14. Literacy Victoria
15. The Bateman Foundation / The Robert Bateman Centre
16. Threshold Housing Society
17. Umbrella Society for Addictions and Mental Health
18. Victoria Conservatory of Music
19. Victoria Sexual Assault Centre

4. Grants that Impact Public Spaces

1. Cook Street Village Activity Centre Society
2. Downtown Blanshard Advisory Committee - Quadra Village Community Centre

3. Fairfield Gonzales Community Association
4. Island Transformations.Org Educational Society
5. James Bay Neighbourhood Association
6. Victoria Conservatory of Music

D. CLOSED MEETING

That Council convene a closed meeting that excludes the public under Section 12(6) of the Council Bylaw for the reason that the following agenda items deals with matters specified in Sections 12(3) and/or (4) of the Council Bylaw; namely:

Section 12(3)(c) - Labour relations or employee relations.

1. Employee Relations
--J. Johnson, City Manager

E. ADJOURNMENT



Council Member Motion
For the Special Council Meeting of August 5, 2015

Date: July 31, 2015

From: Mayor Lisa Helps and Councillor Ben Isitt

Subject: Public engagement on solutions for sheltering and homelessness

Background:

City Council has approved the Action Plan for Housing Supports and City Services for Sheltering in City Parks, and directed staff to explore options for a designated tenting area and seek public input.

Residents of two neighbourhoods that the City identified as possible locations for a designated tenting area, Victoria West and Hillside-Quadra, have expressed strong views in relation to this proposal, with many people suggesting the City should pursue alternate responses to sheltering.

In order to receive further input from the public, and develop an implementation plan for action on sheltering that is widely acceptable to the community, we propose the following motion as an enhancement to the process underway.

Motion:

BE IT RESOLVED THAT Council directs staff to consult the public on options for all forms of sheltering before Council considers any proposal for a designated tenting area or tent city in any park.

BE IT FURTHER RESOLVED THAT Council requests that staff consider forming a time-limited working group of up to 12 people to receive advice on implementation of the Action Plan on Housing Supports and City Services for Sheltering in City Parks, engaging street-involved people, neighbourhood representatives and people with expertise in the fields of social services, housing and community development.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'L. Helps'.

Mayor Lisa Helps

A handwritten signature in blue ink, appearing to be 'B. Isitt'.

Councillor Ben Isitt



Council

For the Meeting of July 9, 2015

To: Council **Date:** June 29, 2015
 Susanne Thompson, Director, Finance
From: Julie MacDougall, Assistant Director, Parks and Recreation
Subject: 2015 Strategic Plan Grant, Micro Grant, and Community Garden Volunteer Coordination Grant Applications

Executive Summary

The purpose of this report is to outline the 2015 Strategic Plan Grant, Micro Grant and Community Garden Volunteer Coordination Grant applications for Council's consideration. Grants are scheduled to be awarded at the July 23, 2015 Council meeting.

This report is going directly to Council rather than first to the Governance and Priorities Committee meeting to allow for grants to be approved and paid before the end of July. It is hoped that this timeline will minimize the impact to organizations as typically grants are paid the first week of July.

On June 11, 2015 Council directed staff to accept applications until June 26, 2015 and report on eligible applications at the July 9, 2015 Council meeting. Eligible applicants requesting funding \$10,000 and greater are required to present to Council before Council considers all applications. The Town Hall presentation meeting is scheduled for July 15, 2015.

The City received 55 grant applications for the 2015 Strategic Plan Grant and Micro Grant intake, with 53 eligible applications totalling \$511,499; the requested amounts range from \$500 to \$73,744. Council allocated funding of \$207,674 in the 2015 Financial Plan, which includes \$25,000 of unspent greenways grant funding from 2014. In 2014, for the previous grant programs, the total budget was \$181,542, with requests of \$330,072 and awards of \$144,387.

The 53 applications eligible under the City's grant policy (Appendix A) are outlined in Appendix B. Two applications are ineligible as outlined in Appendix C. Nineteen funding requests are \$10,000 or more as outlined in Appendix D.

Six applications impact public space (Appendix E). Additional staff evaluation is underway to ensure that the use and function of the public space is not negatively impacted as well as budget implications for the ongoing maintenance. This additional information will be brought to the July 23, 2015 Council meeting. Upon initial review, one of these applications will likely be recommended for deferral to the 2016 grant intake since it is complex and impacts public right-of-way.

Seven applications for Community Garden Volunteer Coordination grants are outlined in Appendix F. Five neighbourhoods have one applicant, whereas Fernwood has two. It is recommended that the grant for Fernwood be shared equally between the two organizations.

Recommendations

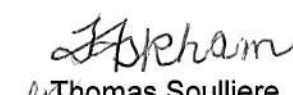
That Council at the July 23 Council meeting:

1. Consider and approve, as determined by Council, the eligible Strategic Plan and Micro grant applications outlined in Appendix B.
2. Approve the applications for Community Garden Volunteer Coordination grants as outlined in Appendix F.

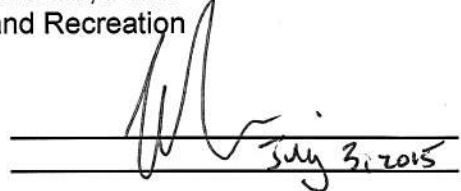
Respectfully submitted,


Susanne Thompson
Director, Finance


Julie MacDougall
Assistant Director,
Parks and Recreation


Thomas Soulliere
Director, Parks
and Recreation

Report accepted and recommended by the City Manager:

Date:  July 3, 2015

Attachments:

Appendix A – Grant Policy

Appendix B – Eligible Strategic Plan Grant Applications

Appendix C – Ineligible Strategic Plan Grant Applications

Appendix D – Eligible Strategic Plan Grant Applications \$10,000 or More

Appendix E – Strategic Plan Grant Applications that Impact Public Space

Appendix F – Community Garden Volunteer Coordinator Applications



Council For the Meeting of July 23, 2015

To: Council **Date:** July 16, 2015
From: Susanne Thompson, Director, Finance
 Brad Dellebuur, Acting Assistant Director,
 Transportation and Parking Services
 Thomas Soulliere, Director, Parks and
 Recreation
Subject: 2015 Strategic Plan Grant Applications that Impact Public Space

Executive Summary

The purpose of this report is to provide further information on the 2015 Strategic Plan Grant applications that are proposed in public space (e.g., parks, right-of-ways, squares).

The 2015 Strategic Plan Grant, Micro Grant and Community Garden Volunteer Coordination Grant applications were brought to Council for consideration on July 9, 2015. The City received 55 grant applications, of which 53 applications were eligible, totalling a request amount of \$511,499. In the 2015 Financial Plan, Council has allocated funding of \$207,674.

Of the eligible applications, six (6) proposals would result in impacts to public space (Appendix A). Over the last few weeks, staff completed an evaluation of these six applications to identify potential financial implications and issues relating to the function of the public space.

Below is a brief summary of the key aspects of each of the six grant applications and key considerations to assist Council with the review.

1. Island Transformations Org Educational Society – Ivy Place Right-of-Way Enhancements

Project Objective

This application proposes to establish a pedestrian pathway at the Ivy Place right-of-way, while enhancing the endangered Garry Oak ecosystem and addressing water considerations.

Project Cost and Request

The total project cost is \$3,850 and the amount requested is \$1,900.

Public Space

The location is at the east end of Ivy Place right-of-way, between Ryan and Hamilton Streets (Appendix B).

Considerations

This right-of-way is a potential new active transportation connection but is not presently identified on the City's existing greenway plan or other approved planning documentation. A design plan outlining project details such as plant material and pathway improvements has not yet been

provided. The future maintenance costs of the space cannot be determined at this time.

2. Downtown Blanshard Advisory Committee - Quadra Village Community Banners

Project Objective

This application proposes to install street banners and gateway entrance features.

Project Cost and Request

The total project cost is \$9,946 and the amount requested is \$5,460.

Public Space

City owned banner poles and gateway banner hardware along Quadra Street (Appendix C).

Considerations

There are 21 poles for banners and two (2) for gateway banners in Quadra Village. Currently, there are no banners at any location.

Condition assessments of the banner poles and gateway banner hardware are required given the recent lack of use. Further evaluation is required to determine the relationship of this project to Council's Village Center Beautification initiative which was identified during the 2015 budget process.

3. Victoria Conservatory of Music – Reader Board

Project Objective

To install a Victoria Conservatory of Music branded, single-sided, 2' x 7', one colour LED message centre sign in front of their designated heritage site.

Project Cost and Request

The total project cost is \$13,500 and the amount requested is \$10,000.

Public Space

The sign is proposed to be located on the public right-of-way at the south east corner of the Pandora/Quadra Street intersection (Appendix D).

Considerations

The proposed location for the sign is on the City's right-of-way, and would not comply with the City's Sign Bylaw. However, the applicant can apply for a variance to the Sign Bylaw, by applying for a Development Variance Permit.

Staff have considered the possibility of locating the sign on private property, but the available space appears to be limited on the frontage of the Pandora Avenue property. Power to the sign would require installation of a separate electrical service that likely has not been factored into the project budget.

4. James Bay Neighbourhood Association – Fisherman's Wharf Park Mural

Project Objective

The applicant is proposing to paint a mural along the concrete retaining wall at the north-west end of Fisherman's Wharf Park, to enhance the appearance of this location for residents and visitors.

Project Cost and Request

The total project cost is \$1,250 and the amount requested is \$850.

Public Space

Low concrete retaining wall at the north end of Fisherman's Wharf Park (Appendix E).

Considerations

A detailed design has not yet been presented for staff to review. Public art such as this would typically require approval from the Art in Public Places Committee.

5. Fairfield Gonzales Community Association – Margaret Jenkins Greenway

Project Objectives

This project intends to use the Margaret Jenkins Greenway to connect the two existing active transportation corridors; Gonzales-Chandler Pathway and Irving Road.

Project Cost and Request

The total project cost is \$27,900 and the amount requested is \$20,700.

Public Space

This property is managed by School District 61 and is not on a public right-of-way (Appendix F).

Considerations

Completing this connection through the school property would bridge the only remaining gap in the greenway from Royal Jubilee Hospital to Crescent Road and Gonzales Beach. This active transportation corridor is yet-to-be-developed all ages and abilities bicycle route.

Through discussions with the applicant, staff have been informed that a verbal approval has been received from the Ecole Margaret Jenkins Elementary School's principal and parent advisory group. The applicant is in the process of obtaining formal, written approval from School District 61 for the project.

6. Cook Street Village Activity Centre Society – Boulevard Enhancement

Project Objective

This project is requesting funding for a community signboard, flower pots, paint and table for the boulevard bus stop outside the Cook Street Village Activity Centre.

Project Cost and Request

The total project cost is \$6,154 and the amount requested is \$3,640.

Public Space

Boulevard outside the Cook Street Village Activity Centre, at 380 Cook Street (Appendix G).

Considerations

Previous to this application, staff have visited the site to assess various hardscape options for the boulevard, at the request of the Activity Centre. In 2014, the City installed a concrete pad with a plan to accommodate a new bench. The proposal does not include a site plan or detailed design for the signboard or planter styles. Staff confirmed there would be no impact to underground utilities for this project. Any potential future maintenance implications to the City cannot be determined at this time.

It is anticipated there will be no significant impacts to the City's operating costs. The recommended actions have been designed for the community to take a leadership role in planning and implementing these initiatives that align with the City's Strategic Plan.

Should Council wish to proceed with an application the following actions are recommended:

Applicant	Actions
Island Transformations Org Educational Society	<p>a) The proponents engage in a public consultation with the neighbourhood residents</p> <p>b) A detailed design and long-term plan be approved by staff prior to investing in pathway improvements and plant material</p> <p>c) An agreement be drafted with Island Transformations Org Educational Society outlining the applicant's responsibility for the maintenance and replacement of the pathway and plants</p>
Downtown Blanshard Advisory Committee - Quadra Village Community Banners	<p>a) Staff complete a condition assessment of the banner poles and gateway banner hardware</p> <p>b) An agreement be drafted with the Downtown Blanshard Advisory Committee outlining the responsibility for the maintenance and banner replacement</p> <p>c) Applicant obtain City approval on the design of the banners</p>
Victoria Conservatory of Music – Reader Board	<p>a) The proposed sign should comply with the Sign Bylaw</p>
James Bay Neighbourhood Association - Fisherman's Wharf Park Mural	<p>a) An agreement be drafted outlining the James Bay Neighbourhood Association's responsibility for the maintenance for up to 10 years</p> <p>b) That the proponents apply anti-graffiti coating to protect the finished product</p> <p>c) Working with City staff, it is recommended that the final design be vetted by the Art in Public Places Committee</p>
Fairfield Gonzales Community Association – Margaret Jenkins Greenway	<p>a) Before commencement of the project, the applicant provide formal documentation verifying support from Ecole Margaret Jenkins Elementary School and School District 61</p> <p>b) An agreement be drafted outlining that the City does not have the responsibility to cover ongoing maintenance or operating costs</p>

	c) City staff provide input on how the design connects to the public right-of-way
Cook Street Village Activity Centre Society – Boulevard Enhancement	<p>a) An agreement be drafted with Cook Street Village Activity Centre Society outlining the responsibilities for the maintenance and replacement of the boulevard signboard, planters, paint and furnishings</p> <p>b) Staff approval of the final site plan and detailed design of the signboard and furnishings (including the finishing)</p>

Recommendation

1. That Council provide direction to staff on the allocation of the Strategic Plan Grant Application funding.

Respectfully submitted,



Susanne Thompson
Director, Finance




Brad Dellebuur
Acting Assistant Director,
Transportation and Parking
Services



Thomas Soulliere
Director, Parks and
Recreation

Report accepted and recommended by the City Manager:

Date:


July 17, 2015

Attachments:

Appendix A – Strategic Plan Grant Applications that Impact Public Space

Appendix B – Site Plan Details, Island Transformations Org Educational Society, Ivy Place Right-of-Way Enhancements

Appendix C – Site Plan Details, Downtown Blanshard Advisory Committee, Quadra Village Community Banners

Appendix D – Site Plan Details, Victoria Conservatory of Music, Reader Board

Appendix E – Site Plan Details, James Bay Neighbourhood Association, Fisherman's Wharf Park Mural

Appendix F – Site Plan Details, Fairfield Gonzales Community Association, Margaret Jenkins Greenway

Appendix G – Site Plan Details, Cook Street Village Centre Society, Boulevard Enhancement

2015 Strategic Plan and Micro Grant Applications Received

	Organization Name	Total Requested Dollars	Total Eligible Dollars
	Strategic Plan and Micro Grant Applications		
1	AIDS Vancouver Island	\$73,744	\$73,744
2	Bipolar Disorder Society of British Columbia	9,500	9,500
3	Burnside Gorge Community Association	500	500
4	Burnside Gorge Community Association	8,500	8,500
5	Central Middle School	17,664	16,473
6	Communica Dialogue and Resolution Services Society	10,000	10,000
7	Community Social Planning Council of Greater Victoria	15,500	12,500
8	Cook Street Village Activity Centre Society (New Horizons)	3,640	3,640
9	Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 1)	10,000	10,000
10	Downtown Blanshard Advisory Committee e-Quadra Village Community Centre (Application 2)	5,460	5,460
11	Ecole Margaret Jenkins School Parent Advisory Committee and School District 61	22,000	22,000
12	Fairfield Gonzales Community Association	20,700	20,700
13	Fairfield Gonzales Community Association (Application 1)	500	500
14	Fairfield Gonzales Community Association (Application 2)	500	500
15	FED Restaurant Society	500	500
16	FED Restaurant Society	10,000	10,000
17	Fernwood Neighbourhood Resource Group Society	9,000	9,000
18	Friends Uniting for Nature Society	8,000	8,000
19	George Jay Elementary School PAC, partnering with SD61	500	500
20	Greater Victoria Cycling Coalition	17,000	17,000
21	Greater Victoria Placemaking Network Society	23,000	23,000
22	Home is Where we Live- LifeCycles Project Society	500	500
23	Home is Where we Live- LifeCycles Project Society	30,000	30,000
24	InterArts Centre for Makers	20,000	20,000
25	Island Sexual Health Society	2,000	2,000
26	Island Transformations.Org Educational Society	1,900	1,900
27	James Bay Neighbourhood Association	500	500
28	James Bay Neighbourhood Association	850	850
29	James Bay New Horizons (Application 1)	10,000	10,000
30	James Bay New Horizons (Application 2)	5,000	4,637
31	Jewish Community Centre of Victoria	5,000	5,000
32	Literacy Victoria	10,000	10,000
33	Living Edge Community	5,000	5,000
34	Ministry of Casual Living	3,300	3,300
35	Oaklands Community Association	2,053	1,913
36	Open Space Arts Society	9,750	9,750
37	Pacific Peoples' Partnership	9,000	9,000
38	Social Innovators Network	5,000	5,000
39	Synergy Sustainability Institute	7,000	7,000
40	The Batemen Foundation/The Robert Bateman Centre	10,000	10,000

41	Threshold Housing Society	12,500	12,500
42	Umbrella Society for Addictions and Mental Health	11,000	10,500
43	Victoria Brain Injury Society	8,385	7,832
44	Victoria Community Micro Lending Society (Application 1)	9,500	9,500
45	Victoria Community Micro Lending Society (Application 2)	8,800	8,800
46	Victoria Compost and Conservation Education Society (Compost Education Centre)	9,000	9,000
47	Victoria Conservatory of Music	10,000	10,000
48	Victoria Sexual Assault Centre	25,000	25,000
49	Victoria West Community	5,500	5,500
50	Victoria West Community Association (Application 1)	500	500
51	Victoria West Community Association (Application 2)	500	500
52	Viva Youth Choirs Society of Victoria	8,500	8,500
53	We Rage We Weep Alzheimer Foundation	5,000	5,000
	Total Eligible Strategic Plan and Micro Grant Applications	\$ <u>517,246</u>	\$ <u>511,499</u>
54	Victoria Immigrant and Refugee Centre Society	12,000	0
55	White Eagle Polish Association "Bialy Orzel"	9,995	0
	Total Ineligible Strategic Plan Grant Applications	\$ <u>21,995</u>	\$ <u>0</u>
55	Grand Total	\$ <u>539,241</u>	\$ <u>511,499</u>

2015 Strategic Plan Grant Applications - Linked Outcomes

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
1	AIDS Vancouver Island	Facilitate Social Inclusion and Community Wellness	Yes	2017: Accessible health services are available for Victoria's most marginalized people.	Objective 7 of the City's 2015-2018 Strategic Plan is to 'facilitate Social Inclusion and Community Wellness' and includes an action item for 2015 to facilitate 'a collaboration among Island Health, VicPD, the Yes2SCS campaign, and City of Victoria to create supervised consumption services embedded in a continuum of healthcare services, including harm reduction' with the goal of creating 'accessible health services for Victoria's most marginalized people' by 2017. It is clear that the City of Victoria is committed to the establishment of SCS in a responsible and progressive manner. As such we see this project as furthering the intent of Objective 7 in the Strategic Plan, and the direction the Victoria City Council is taking on the ultimate goals of ending homelessness and increasing overall health and wellness for people who are marginalized by their health status. While the City of Victoria has long supported harm reduction services in principle, the inclusion of the Yes2SCS campaign in the strategic plan shows an awareness of the issue hitherto not achieved by previous Councils, and illustrates a desire to include the community, along with potential service users. AVI, in collaboration with the Yes2SCS campaign, is uniquely situated to bring a myriad of voice to this critical conversation and planning process in a coherent and understandable fashion.	
2	Bipolar Disorder Society of British Columbia	Engage and Empower the Community	Not Stated	2016: Empower neighbourhood residents, place makers and others to lead and implement projects.	The entire goal of the group is for participants to engage in their community and set them up with tools for success and assist them in their own self-empowerment.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Accessible health services are available for Victoria's most marginalized people.	Provide assistance in obtaining access to community resources and support facilities, such as collaborating non-profit services, psychiatrists, the health care system with services such as Cognitive Behavioural Therapy (CBT) and access to Social Assistance for Persons with Disabilities. Facilitators provide guidance and follow-up with the members in accessing these resources. Mental illness often creates economic hardship and the assistance of the group works to ensure that the members do not become homeless. Prepare women to become productive members of the Community with one-on-one mentoring to help them to access opportunities for higher education and job opportunities.	
3	Burnside Gorge Community Association	Engage and Empower the Community	Not Stated	2017: More youth are engaged in City programs, civic issues, and the broader community.	This demographic of youth are historically disconnected from community and difficult to engage. The participatory nature of YSS Allows youth to provide input on ongoing program delivery and details such as timing of groups and workshop topics are directed by tough. Youth participate in the program's evaluation through surveys and information sharing with Advisors and evaluators. This inclusion and capacity building lays the groundwork for broader civic engagement. YSS respects youth, their feedback into process and outcomes and helps youth grow, building trust and meaningful relationships.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Victoria is closer to ending chronic homelessness.	Youth transitioning out of care are at high risk for homelessness. The Victoria Coalition to End Homelessness has identified these youth as high risk of becoming part of the homeless population. The foundation of YSS is built upon the premise of relational permanency for transitioning youth. For many youth, the connections that are developed with the Youth Advisors and with the larger community are a new experience and deeply valued by the youth. The feeling of belonging with each other and within the community is crucial to addressing barriers to success such as physical and mental health as well as meeting of basic needs.	
4	Central Middle School	Strive for Excellence in Land Use	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhance quality of life	The rain garden will allow us to manage water that accumulates on our paved area at the front of the school and which currently impacts on the safety of the bike corridor. The rain garden is a steward water system that keeps surface water on our property responsibly. With the 2 outdoor classroom spaces in this project, educating our students about the necessity and value of caring for our environment will become part of our everyday culture. The planting of 27 trees on our property enhances the naturalized playground - the purpose of which is to facilitate social inclusion and community wellness. This project aims to mitigate the negative impacts of stress and anxiety by increasing access to nature environments. The value of trees is well documented - they are e—essential for our physical and mental health. Currently our field has no trees in the area that children play and gather. It is crucial that we add tress to this environment to provide shade and to create a welcoming and inclusive environment that reflects the value system of our school. Because we are "central-ly" located, our grounds are well-used during non-school hours by the general community. We believe the addition of 27 trees creates an 'urban forest' within the boundaries of City of Victoria and that this will become a destination for many residents.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc.		
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Steward Water Systems and Waste Streams Responsibility	Not Stated			
5	Communica Dialogue and Resolution Services Society	Engage and Empower the Community	Not Stated	2016: Empower neighbourhood residents, place makers and others to lead and implement projects.	We actively engage community members through information sessions and outreach that we preform throughout Greater Victoria including a monthly information table at the western communities' provincial court house. Through the referral process we help connect members of the community to community resources and encourage inclusion across services sectors.	1. Location is Colwood Staff contacted applicant for further information and response is as follows: 1. Regional Mandate – Boundary is mostly Greater Victoria, but does serve up to Nanaimo 2. % of Victoria Residents: 50-60%, % of residents from Duncan to Nanaimo 1% (did comment that they do not have good figures as changing tracking systems should be better next year)
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.	The client services program is focused on helping community members access the services they need and help build their capacity to deal with difficult situations and relationships more effectively and in a constructive way.	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
6	Community Social Planning Council of Greater Victoria	Innovate and Lead	Not Stated		This project will implement a specific engagement strategy in the City of Victoria to enhance action on poverty reduction and prevention with a cross section of sector stakeholders, Municipal Council and staff to demonstrate leadership in creating an affordable, inclusive and prosperous community. Building on examples from other jurisdictions (such as the "Enough For All" Strategy in Calgary) we will: Hold a municipal session to position the City to innovate and lead in collaborative action and planning on shared prosperity across municipal departments informed by a Mayor from a city that is undertaking this work (e.g. Calgary, Edmonton). We will also brief Council and community stakeholders on best practices in local government and community strategies for creating shared prosperity across Canada, relevant to Victoria's economic development issues and challenges. We will hold a public forum in the City of Victoria on "Reducing Poverty – Building Community Prosperity" with the support of the Social Justice Studies Program of the University of Victoria, Faith in Action, Downtown Service Providers, the Coalition of Neighbourhood Houses, and other community organizations involved in the steering group of the Community Action Plan on Poverty. We will engage appropriate Council, business, and community stakeholders in specific discussions around procurement, social finance, neighbourhood approaches to facilitating economic development and social inclusion, the use of social enterprises to reduce and prevent poverty, and enhancing living wage employment. We will leverage our BC Government Labour Market Partnership funding for research on employment and skills development needs and opportunities to inform these discussions.	Regional mandate and will benefit 34% of Greater Victoria Residents that live in poverty.
		Engage and Empower the Community	Not Stated			
		Create Prosperity through Economic Development	Not Stated			
		Make Victoria More Affordable	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Victoria is closer to ending chronic homelessness.		
		Demonstrate Regional Leadership	Not Stated			
7	Cook Street Village Activity Centre Society (New Horizons)	Create Prosperity through Economic Development	Not Stated		The CSVAC will have a brighter, more welcoming entrance with a community board (Objective 8). The bike rack will encourage access to the Centre and general village area by means other than car and the recycling can will provide green disposal of various materials (Objective 9) such as paper cups and similar materials. WE would like to have the contents picked up when our weekly recycling is collected. The public will have greater access to information about CSVAC they will be more inclined to participate and therefore increasing their social inclusion (Objective 7 in the Strategic Plan). We will use this signboard to highlight programs and events that we hope will appear to diverse groups within the neighbourhood and through Victoria, such as our National Aboriginal Day, Hawaiian Lulu, Chinese New Year, Robbie Burns Day, and Tai Chi. The Official Community Plan (OCP) speak to the importance of providing transportation choices. WE have noticed a shift to alternative forms of transportation such as an increased number of cyclist, bus, and HandyDart users, and mobility aid user. We believe this will continue to increase through the coming years, and are also aware that most seniors will use their cars more consistently than other populations. With the improved bus stop it means that our members are no longer walking and rolling through mud to get to the Centre through the winter when using a bus or HandyDart. By looking towards the future we will be encouraging more environmentally savvy consumer to the Cook Street Village and compliments Objective 9 of the City's Strategic Plan.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Opportunities for accessible sports and fitness by children and adults. 2017:Enhanced quality of life. 2018: Seniors centres have increased programming options.		
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated			
8	Downtown Blanshard Advisory Committee e-Quadra Village Community Centre (Application 1-Food Skills for Youth)	Innovate and Lead	Not Stated		Quadra Village Community Centre was a key partner in supporting the United Way's Youth In Action (YIA) project in Hillside-Quadra over a period of over 2 years. YIA reached out at neighbourhood events and schools and in the process solicited extensive feedback, mapped neighbourhood resources and wrestled with how best to invest funding that was provided by United Way and Coast Capital. Based on neighbourhood feedback and their own direct experience of QVCC they decided that Teen Centre Engagement and Enhancement project and all of the elements of the FSYP were priorities to support for the benefit of youth from Hillside-Quadra and surrounding neighbourhoods.	
		Engage and Empower the Community	Not Stated	2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing)	Youth engagement is a key part of this strategic priority and FSYP engages youth through opportunities to give feedback, make decisions and the opportunity to build skills ranging from lifeskills to leadership skills. For Example, we will be giving youth multiple opportunities to lead including short term project lead roles (in conjunction with an adult mentor) and orienting and mentoring youth getting prepared to prepare and serve food. The Food cart represents a valuable tool for QVCC to use in ongoing life skills and leaderships building for youth participants.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.	FSYP enhances the quality of life for youth from Hillside-Quadra and surrounding neighbourhoods, many of whom are contending with family issues such as generational underemployment, poverty, cultural stereotyping, family instability, addition, family violence and inadequate housing.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated		FSYP is a key complement to the Teen Centre Engagement and Enhancement Project which give local residents, in this case youth, a direct, impactful voice that will author the components, facilities and environment in the QVCC Teen Centre.	
9	Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 2-Quadra Village Banners)	Engage and Empower the Community	Not Stated	2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing)	The Quadra Village Banner Project provides the opportunity for active residents who take pride in Hillside-Quadra to create a solution for maintaining and beautifying Quadra Village. By reaching out to Ecole Quadra Elementary students and honoring their artistic contributions the Committee has taken important steps to honour the artistic contributions of youth which will ultimately lead to the artistic contributions of children brightening Quadra Village.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc.	QVB will foster provide through renewing banners that are locally designed by elementary school aged children in Quadra Village and keeping up with their installation.	
		Nurture Our Arts, Culture and Learning Capital	Not Stated	2018: Support for arts and culture is increased, inclusive and strategic.	QVB engages and honours elementary school aged artist and will ultimately show young people that there is importance to their contributions along with a feeling of community pride. This will be done by utilizing banners that are directly made from their designs and displaying them as banners in Quadra Village.	
		Facilitate Social Inclusion and Community Wellness	Not Stated		We see ourselves as a community school, and welcome neighbours to a new public gathering space for all ages. An opportunity to strengthen relationships between the City and the School District.	
10	Ecole Margaret Jenkins School Parent Advisory Committee and School District 61	Enhance and Steward Public Spaces, Green Spaces and Food Systems		2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc.	This project will provide, on existing grass turf, an outdoor classroom and creative learning place for both the elementary students at the school as well as the community at large. The project includes refurbishing an existing, but deteriorating set of raised planters that the teachers use to teach their kids about growing their own food and gardening.	
		Nurture Our Arts, Culture and Learning Capital			Our teachers want an option to teach outdoors, knowing additional learning benefits to this environment. We currently lack the space in which to do this successfully. This outdoor classroom will provide a vital opportunity for teaching, performance and conversation.	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
11	Fairfield Gonzales Community Association	Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc.	This project will meet and support Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems by enhancing school lands and facilities for community wellness and recreation. This is already a much-used corridor by school children and their families as well as the wider community. An intrinsic part of the Gonzales neighbourhood, Ecole Margaret Jenkins School will deepen its connection with residents by formalizing the link between the Chandler-Gonzales pathway and Irving Street. The partnership between the school, the school district, the community association, and the PAC demonstrates effective collaboration for shared purposes. Using playful painted designs, the pathway will contribute to placemaking in the Gonzales neighbourhood, adding to its unique character and acknowledging that this is a space for children and their families to enjoy and feel safe in.	
		Complete a Multi-model Active Transportation Network	Not Stated	2016: Improved quality of life, public safety, air quality, placemaking, and pedestrian and cycling trips through implementation of neighbourhood-led transportation planning and "complete streets" lens for all transportation projects.	The project will meet and support Objective 9: Complete a Multi-model Active Transportation Network by completing a section that is designated as part of the 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes (see attached map). This project will complete a clear City of Victoria objective and will utilize community resources and partnerships to do so. Multi-modal transportation corridors such as this contribute to public safety, quality of life, air quality, and placemaking in the city. The project will also increase safety for school children by providing a clearly demarcated space for active transportation, both for themselves and community members who are using the space. Margaret Jenkins students are already leaders in School District 61 for active transportation; this project will increase participation even further and set an excellent example for other schools in the district to follow.	
12	FED Restaurant Society	Innovate and Lead	Not Stated		In supporting the world's first Food Eco District, Victoria has an opportunity to innovate and demonstrate regional leadership. Bigger cities across North America have adopted the Eco Districts framework, however this project is unique in its focus on food and food security. FED's urban agriculture projects will help increase Island-grown food, enhancing food security and reducing the carbon emissions associated with importing over 90% of our current diet. We hope the planting of edibles in community spaces and at member restaurants will engage the community and increase community wellness. Since restaurants must achieve a minimum level of sustainable operations, as measured by the Vancouver Island Green Business Certification, FED helps support local businesses that are leading the way in environmental management.	Seating area is outside the interim Boulevard Garden Guidelines, therefore must be approved by staff prior to installation.
		Engage and Empower the Community	Not Stated			
		Strive for Excellence in Land Use	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated			
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2017: Boulevard gardens exist in all neighbourhoods. 2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc. 2018: Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized.		
13	Fernwood Neighbourhood Resource Group Society	Steward Water Systems and Waste Streams Responsibility	Not Stated		The Healthy Families Program enhances the quality of life of those families who are most at risk. The program reduces isolation in marginalized families by bringing them together which further creates an opportunity to provide support, a forum for discussion topics, and a place for staff to model parenting strategies. We believe that providing inclusive community space for families is the best way to support children in our community. Increased social and emotional skills for children are achieved through children and parents interacting in a group setting where there is opportunity to develop these skills. Increased support for children is achieved through resources provided to parents, assurance that parents' needs are met or referrals provided. Increased health and well-being is achieved through the provided meal and other food resources such as meal ideas and cooking skills. Enhanced parenting capacity is achieved through the activities provided which focus on providing ideas, options and strategies for parents to use outside of the group. Enhanced parenting capacity is also achieved through the opportunity for parents to express their needs and concerns to staff and to other parents, and have their concerns addressed. We believe that parents who feel supported can in turn better support their children's development. As well, parents are encouraged to volunteer with meal preparation and washing up, helping to building a long-term connection to the Community Centre. FUN Champs programs engage children and youth 6 – 16 to realize their own potential. Their "Passion Projects" are specifically designed to improve their local schools and communities and engage peers and community members in the process. Through the various stages of envisioning, designing and carrying their own projects to completion, they not only engage with their community, but they realize their own potential to enact positive change. Through our FUN Camps in the summer, FUN Society works with third-party organizations who work directly with low income, at-risk, and recent immigrant families to source over one third of our campers free of charge. Last year, 40% of campers who continued on to our FUN Champs Program, began their time with FUN Society as scholarship recipients.	
		Plan for Emergencies Including Climate Change Short and Long Term	Not Stated			
		Demonstrate Regional Leadership	Not Stated			
14	Friends Uniting for Nature Society	Facilitate Social Inclusion and Community Wellness	Not Stated	2016: Enhanced quality of life.	As the "Passion Projects" designed by our FUN Champs come from their own interests, they are very diverse. These projects typically fall within the bounds of the above Strategic Plan Objectives. In the past two years alone FUN Champ projects have included creating school and community gardens, organizing alternative transportation initiatives from walking school busses to bike rallies, protecting endangered species and habitat, artistic exhibitions and community art initiatives, and much much more!	
		Engage and Empower the Community	Not Stated	2016: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing)		
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2017: Enhance quality of life. 2017: Opportunities for accessible sports and fitness by children and adults.		
		Complete a Multi-model Active Transportation Network	Not Stated			
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Demonstrate Regional Leadership	Not Stated			

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
15	Greater Victoria Cycling Coalition **SEE COMMENTS	Innovate and Lead	Not Stated		<p>The City of Victoria has recently committed to significant investments in vicycle facilities, including the first protected lanes downtown (Pandora Ave., with more to come). Community-oriented information and education can highlight the benefits of this growing multi-modal active transport network, and ensure success and support for those public investments.</p> <p>The TransForm Speaker Series and Two Wheels Good outreach program seeks to engage and empower the community and nurture learning capital to educate local residents about best practices in contemporary urban design, bicycle planning and community-inspired placemaking. CarFreeDayYYJ, the rainbow crosswalks at City Hall, and the new Fort St. Parklet all demonstrate broad public interest and support for excellence in land-use and a desire to enhance and steward public spaces.</p> <p>Our citizen-led design activities, workshops and communication initiatives will promote and elevate community dialogue about city building, placemaking and active transportation in Victoria. Further, we seek to cultivate and engage a broad array of partners and participants, to ensure social inclusion and community wellness – for example, by actively promoting the benefits of an “all-ages and abilities” bicycle network that can be enjoyed and used by both eight-and-eighty-year olds.</p> <p>The evidence is clear: Cities that nurture and promote active transportation, quality urban design, and unique public spaces attract innovative cutting-edge businesses (e.g. the tech sector) and in-demand employees (e.g. ‘creative class’ millennials). Vibrant cities create prosperity through economic development. We have recruited and nurtured partners in the arts, culture and design communities, as well as local businesses and developers to participate in and promote the proposed public events and initiatives outlined in our proposal.</p> <p>Finally, we note our Program proposal is intended, in part, to fulfill the City Council motion passed on May 21, 2015: “Work with partner organizations, including the Greater Victoria Cycling Coalition, Bike Victoria, Women’s Everyday Bicycling (WeBike) Association and the Greater Victoria Placemaking Network, to host a public information series in September 2015 on Cycling facilities, active transportation and placemaking in the City of Victoria.”</p>	Greater Victoria Cycling Coalition and the Greater Victoria Placemaking Network are co-hosting the same project: TransForm, Speaker Series. Both organizations have submitted applications for this event, though both have separate components.
		Engage and Empower the Community	Not Stated			
		Strive for Excellence in Land Use	Not Stated			
		Create Prosperity through Economic Development	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated			
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated			
				2016: Improved quality of life, public safety, air quality, placemaking, and pedestrian and cycling trips through implementation of neighbourhood-led transportation planning and “complete streets” lens for all transportation projects.		
		Complete a Multi-model Active Transportation Network	Yes			
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Plan for Emergencies Including Climate Change Short and Long Term	Not Stated			
16	Greater Victoria Placemaking Network Society **SEE COMMENTS	Demonstrate Regional Leadership	Not Stated		<p>Victoria’s Strategic Plan (2015-2019) puts a strong emphasis on improved community engagement with key priorities that include ‘complete an active transportation network, enhance and steward public spaces, & excellence in land use.’ The Strategic Plan also makes several references to placemaking as a means to engage and enhance community learning and leadership in city-building.</p> <p>As well, in May 2015, Victoria City Council adopted several recommendations regarding “Cycling Network Implementation” – the third of which reads: “Work with partner organizations including the Greater Victoria Cycling Coalition, Bike Victoria, Woman’s Everyday Bicycling (WEBike) and the Greater Victoria Placemaking Network to host a public information series in September 2015 on cycling facilities, active transportation and placemaking in the City of Victoria.”</p> <p>This project will advance the implementation of active transportation in the City, including the bike plan, by integrating bike lane pilots and public awareness experiences into the Great Streets event. It will engage the community in active placemaking projects. And it will build future capacity through the creation of the Great Streets Tool Kit and communication media.</p>	Greater Victoria Cycling Coalition and the Greater Victoria Placemaking Network are co-hosting the same project: TransForm, Speaker Series. Both organizations have submitted applications for this event, though both have separate components.
		Innovate and Lead	Not Stated			
		Engage and Empower the Community	Not Stated			
		Strive for Excellence in Land Use	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated			
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated			
				2016: Improved quality of life, public safety, air quality, placemaking, and pedestrian and cycling trips through implementation of neighbourhood-led transportation planning and “complete streets” lens for all transportation projects.		
		Complete a Multi-model Active Transportation Network	Yes			
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Demonstrate Regional Leadership	Not Stated			

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
17	Home is Where we Live-LifeCycles Project Society	Innovate and Lead	Not Stated		The LifeCycles Fruit Tree Project is the oldest and largest of its kind in North America. It brings in more than double the amount fruit with less than half the staff of any other project in Canada. Our pick site and systems (although badly needing to be updated) are the most innovative of any other known systems for this type of project. We field questions from other projects throughout Canada and beyond on how to better run their project. We are piloting a farm gleaning pilot this year using the success, networks, and systems of the Fruit Tree Project to bring local vegetables to the people who need them most. We continue to be bold, innovative leaders bringing people together. With the right support, our Fruit Tree Project can scale up and provide even more support regionally and beyond.	
		Demonstrate Regional Leadership	Not Stated			
		Engage and Empower the Community	Not Stated	2016: Build capacity of neighbourhood/community associations. (Ongoing)	Last year the LifeCycles Fruit Tree Project recruited, trained and engaged 168 key volunteers and harvest leaders, who put in 1059 volunteer hours towards picking and redistributing fruit through 45 social service agencies, neighbourhood houses, and community associations. We engaged 218 home owners in the project and delivered 30 canning and food preservation workshops, reaching 25,550 individuals. The Fruit Tree project engages people from all walks in outdoor recreation which requires problem solving and teamwork. Special fruit tree picks are organized for various groups such as SOLID (Society of Living Intervenes Drug Users), Garth Homer Society, Inclusion Works, Vic West Community Centre and others to enhance participants' quality of life and encourage social Inclusion.	
		Facilitate Social Inclusion and Community Wellness	Yes	2016: Enhanced quality of life.		
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated		None	
					LifeCycles' strategic planning process over the last 3 years has focused on diversifying funding. To this end we are building our individual supporter base and bringing a social enterprise or fee-for-service component into many of our program areas. The innovation of our Fruit Tree Project includes a long-standing social enterprise component which boasts strong partnerships with established socially minded and locally owned businesses. Rather than accrue the capital investment cost of food processing infrastructure and expertise, we have partnered with leaders in the field who can help facilitate product development within their existing facilities. Our Social Enterprise Coordinator has spent this past winter and spring taking a high-level view of what products are currently meeting our social enterprise objectives, and identified opportunities for expansion. He generated and screened ideas for new products and presented the feasibility of a new revenue positive product to the organization: LifeCycles Backyard Blend Hard Cider. Throughout this process he consulted an advisory board made up of experienced business and nonprofit leaders. If successful, this single product has the ability to support 25% of our Fruit Tree Project operations costs.	
		Build Financial Capacity of the Organization	Not Stated			
		Make Victoria More Affordable	Not Stated		LifeCycles Fruit Tree Project enhances Victoria food systems and invites citizens to take part. We help people to gain the knowledge and skills to pick fruit, prune, water, and take care of their fruit trees over the long term. To ensure that an abundance of fruit trees thrives into the future we teach people to graft, plant and steward regionally adapted fruit tree seedlings. The Fruit Tree Project offers free local fruit to anyone who wants to pick it. In addition, last year the project provided fresh, local fruit to more than 15, 744 food insecure people in Victoria.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2018: Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized.		
		Steward Water Systems and Waste Streams Responsibility	Not Stated		Last year the project harvested and redistributed 32,000lbs of fruit that would have otherwise gone to waste. This avoided greenhouse gas emissions associated with the corresponding amount of food waste and the food miles saved from not needing to import the equivalent amount of fruit. This year we aim to harvest 40,000lbs of fruit. From a climate perspective that is equivalent to a savings of 21,739 lbs of CO2 emissions. In planning for food security in the face of climate change, LifeCycles Fruit Tree Project is also focusing on helping fruit tree owners better care for their trees and preserve the harvest. We source and graft regionally adapted and heritage fruit trees that will be resilient in the face of climate change, and redistribute the seedlings to citizens keen to plant them in Victoria's backyards and boulevards. These activities help to safeguard our future food sources in the face of emergencies.	
18	InterArts Centre for Makers	Plan for Emergencies Including Climate Change Short and Long Term	Not Stated			
		Innovate and Lead	Not Stated		Does not give description.	Emailed June 29th for the Organization financial statements and have not received a response. Emailed on July 7th to specifically ask for the response to "Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives." and have not received a response. Workshop fees.
		Engage and Empower the Community	Not Stated			
		Build Financial Capacity of the Organization	Not Stated			
		Create Prosperity through Economic Development	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated			
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated			
19	Island Sexual Health Society	Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Engage and Empower the Community	Yes	2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing)	Engage and Empowering the Community not only addresses how ISH can offer a safe and inclusive place for all community members but also builds on the strength of empowering those in our community to understand and better relate to our diverse population. Our intention is to involve youth in this process not only to educate other youth but to engage all ages around issues related to equity and inclusion. In our youth we see a generation that are often more open to diversity and through this openness we feel we can better communicate with the community at large.	
		Facilitate Social Inclusion and Community Wellness	Yes	2017: Accessible health services are available for Victoria's most marginalized people.	This project also ties in with the strategic plan around Social Inclusion and Community Wellness. Our aim is to make our program as accessible as possible especially for those more marginalized clients. Clients who feel disadvantaged need a safe and secure place to access services and our organization strives to ensure that we are sensitive and open to addressing their needs.	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
20	Island Transformations.Org Educational Society	Innovate and Lead	Not Stated		Working collaboratively with the City, local community and environmental/natural area organizations, this project will help provide the principles for 1) establishing a Greenways advisory committee and 2) the enhancement of natural areas within what is already public space.	
		Engage and Empower the Community	Not Stated		This project will show how local residents can work proactively together to enhance their unique area, which in this case is the ambience and pedestrian connectivity of the Ivy Place Right-of-Way. This project builds upon Edmonton's Great Neighbourhood initiative in which a key element is "working with residents and supporting their efforts to create the place they want their neighbourhoods to be". The topography of the Ivy Place Right-of-Way naturally lends itself to walking only, which makes it an ideal candidate to support walking programs such as "Walk On, Victoria".	
		Strive for Excellence in Land Use	Not Stated		An on-going discussion and debate in Victoria is how to manage and define the use of the large number of ill-defined road Right-of-Ways. Driven by placemaking principles, this project will focus on one of those Right-of-Ways, Ivy Place, with a goal to enhancing it and the local surrounding area, and as a connector to local urban village (Hillside Centre) and public transportation.	
		Build Financial Capacity of the Organization	Not Stated		This project will provide an opportunity to explore how pedestrian walkways in natural areas can enhance the neighbouring properties in value, quality and usability.	
		Create Prosperity through Economic Development	Not Stated		Economic development in Victoria is often focused on the downtown hub, yet the outlying neighborhoods also have enormous potential for both building economic growth and diversifying. The area surrounding Ivy Place has already seen an early indication of the growth potential of economy and local jobs by having natural areas and Greenways as prominent features; this project will build upon that foundation and encourage this emerging trend.	
		Make Victoria More Affordable	Not Stated		Too often "more affordable" necessitates that natural areas are first to be sacrificed; but that need not be the case here. The Ivy Place "Right-of-Way" and surrounding area provides the opportunity through cooperative and smart planning to protect and enhance the natural areas at the same time as providing affordable housing through, for example, appropriate use of garden suites. Also see objective below, "Facilitate Social Inclusion and Community Wellness".	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.	One successful way of promoting community wellness in a bustling city is to provide some significant natural pockets in the local neighbourhood so that residents, including school children, can immerse themselves in the natural experience not only more frequently but also without having to travel long distances. This ensures more equal access to natural areas for those on limited incomes that cannot afford and would not otherwise be able to travel to intriguing, natural-oriented destinations outside the city.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Yes	2018: Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized.	The most important objective that this project addresses is to enhance a public space, which happens to already be a green space. This project can provide valuable "hands-on" input into the Parks Master Plan, will enhance the native Garry Oak ecosystem, and improve connectivity for the ecosystem corridor to Summit Park. Many native plants are edible and indeed were important food sources for native peoples. They have the advantage of requiring much less watering, or perhaps none, after they have been established (especially important in terms of conserving valuable water resources, something that will only become more critical as we see the effects of Climate Change).	
		Complete a Multi-modal Active Transportation Network	Not Stated	2018: Walking is safe, comfortable and enjoyable.	The focus of this project is to provide an intriguing walking experience with connectivity. It is already used quite extensively by residents of the local neighbourhood, but needs improvements, particularly at the entrances in order to tie it in and identify it as part of a recognizable pedestrian transportation network to the local urban village, (Hillside Centre), public transportation and another important 2015 Greenway connector, the Doncaster pathway which is scheduled by the City of Victoria for improvement in Summer 2015. The project could also provide an early "pilot" for the "No Exit for Motor Vehicles" signage program planned by the City of Victoria.	
		Nurture Our Arts, Culture and Learning Capital	Not Stated		The arts and culture partners, local schools and daycares will be engaged through the educational walks focused on native natural areas and involvement in planting work parties.	
21	James Bay Neighbourhood Association	Steward Water Systems and Waste Streams Responsibility	Not Stated		The Ivy Place "Right-of-Way" is on the edge of the Bowker Creek watershed. This project will highlight the importance of Bowker Creek and implement measures to handle water drainage issues. The project is also on top of a hill, so it will also focus on water retention techniques to reduce strain and issues downhill.	
		Plan for Emergencies Including Climate Change Short and Long Term	Not Stated		While it is recognized that this objective is focused on dealing with emergencies, one possible cause of such emergencies is noted as "Climate Change". The Ivy Place Right-of-Way project addresses Climate Change in many ways, which helps reduce the need for such emergencies, particularly if replicated in other areas. This is accomplished: by enhancing the non-motorized transportation, reducing the need for vehicular traffic; by providing an intriguing local natural attraction, more people will spend their time in the area rather than driving to more distant destinations; by establishing a strong pool of native plants which are arguably more resilient to Climate Change effects.	
		Demonstrate Regional Leadership	Not Stated		While it is recognized that this objective is focused on amalgamation, the title is "Demonstrate Regional Leadership" and in that regard, this project can show leadership. As noted in the above objectives, this project shows regional leadership by: empowering the community, effective and appropriate use of Right-of-Ways, incorporation of natural areas and pedestrian Greenways, community wellness, Bowker Creek awareness, and addressing Climate Change.	
		Innovate and Lead	Not Stated			
		Engage and Empower the Community	Not Stated	2016: Build capacity of neighbourhood/community associations. (Ongoing)	The project would serve the community well by permitting residents to be part of the creation of the park – making it even more of a community amenity than it has become. It will transform a plain concrete wall that is a visual focus as one approached the park from the north side, providing a visual break between the hard-top pavement area and the park. The theme or design of the mural would be reflective of the area, meaning the park, sea and nature. The mural will engage and empower residents before, during, and after its creation. It will facilitate inclusion by inviting school-age children in James Bay to participate. The public space will be enhanced with artful colour. This would be the first special project grant to JBNA funded by the City. With the new grant program, the JBNA Board has identified 3 projects: This is the first, which would serve to engage residents in a different way, leading to the more significant projects to follow. In the fall, JBNA will submit an application for a Douglas Street charrette/place-making event which would focus on specific intersections on Douglas facing Beacon Hill Park; in the fall of 2016, JBNA intends to submit an application for a charrette/place-making event which would focus on Five Corners shortly after the completion of phase 1 of Capital Park.	
		Strive for Excellence in Land Use	Not Stated	2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing)		
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.		
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2018: Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized.		
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Demonstrate Regional Leadership	Not Stated			

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
22	James Bay New Horizons (Application 1 - Community Outreach)	Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life. 2018: Seniors centres have increased programming options.	This program will give residents living in apartments (and perhaps condos) the opportunity to meet their neighbours as well as learn about programs, activities, and services available to them in their community. Some seniors have lived in their apartment buildings for several years and are able to get out and about freely. As they age and that ability declines, they stay on their own, sometimes this is by choice but usually it is because of circumstances including health (mental and physical), fear, denial or just a lack of caring and connections to resources. To our knowledge there is not an agency that literally goes door to door to see how seniors are doing. What we plan to do is just that and to identify and support these residents make valuable decision to their lifestyle and whether they want to live at risk. We want to enable isolated seniors to make informed decisions and support them whatever the outcome might be. We hope to meet newcomers to Victoria and perhaps Canada and to include them in our community and feel good about their decision to live here.	
23	James Bay New Horizons (Application 2 - Pollinatory)	Innovate and Lead	Not Stated	2016: Build capacity of neighbourhood/community associations. (Ongoing) 2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing) 2018: Enlivened public spaces. Victoria is a people-centered place i.e. Centennial Square, Harbour front.	This program will engage the James Bay community and Victoria at large by providing an opportunity for all citizens (young and old) to come together via the forum of nature, food and bio sustainability using bees and pollinators as a catalyst. Volunteers in both the Pollinator garden and the Apiary are available at a grass roots level and accessible to build community, one exchange at a time. The partnership developed between our organization and Parks through this project demonstrates the willingness for City staff to commit with trust to the vision put forward with the pilot Pollinator & Bee Gardens Project. We are proud that this is the first apiary in a City of Victoria park. People of all ages will be able to observe the bees (at their comfort level) and have access to knowledge about bees, the workings of a hive and the plans and flowers that they depend on, and our dependence on pollinators for a large percentage of food supply. This program invites people into our organization through the gentle invitation of the garden and bees. Building on our meeting with Executive Director, Julia Common from Hives for Humanity in Vancouver, we would like to further investigate their program that engages homeless and street citizens with the intention of integration into our educational outreach. We would like to further our efforts of planting pollinator friendly / edible landscapes by liaising with City of Victoria Park advisors. The creation of a coordinated network of pollinator corridors is also on our radar.	This is an extension for the program from the 2014 grant award.
		Engage and Empower the Community	Not Stated			
		Strive for Excellence in Land Use	Not Stated			
		Create Prosperity through Economic Development	Not Stated			
		Facilitate Social Inclusion and Community Wellness		2017: Enhanced quality of life. 2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc. 2018: Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized.	The hard work to start a viable pollinator garden and place an apiary in Irving Park has been a learning process for those involved in the project, and we are thrilled with it. We hope to continue the progress with more plantings along our property line and to eventually install the third hive.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2018: Support for arts and culture is increased, inclusive and strategic.		
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Demonstrate Regional Leadership	Not Stated			
24	Jewish Community Centre of Victoria	Nurture Our Arts, Culture and Learning Capital	Yes	2018: Support for arts and culture is increased, inclusive and strategic.	The strategic plan states that "Support for arts and culture is increased, inclusive and strategic". Supporting the Victoria International Jewish Film Festival will demonstrate that the city is supportive of arts and cultural events that enhances the multicultural fabric of the city.	Ticketed event.
25	Literacy Victoria	Innovate and Lead	Not Stated		This project will use two innovative, highly collaborative and proven processes to engage a wide range of literacy stakeholders (the "literacy support system of Greater Victoria") to assess needs and gain an understanding of the state and delivery of literacy services. Through this project the City of Victoria will have the opportunity to be a part of and benefit from an approach that addresses complex systems, which will include a comprehensive and coherent action plan and a powerful narrative for transforming and improving the performance of literacy support systems for Greater Victoria. By supporting this project, the City of Victoria will also play a critical leadership role in testing an innovative approach that offers application to a variety of complex situations in which diverse stakeholders can find common ground, inclusion and clarity as they work toward meaningful solutions.	
		Engage and Empower the Community	Not Stated	2016: Empower neighbourhood residents, place makers and others to lead and implement projects.	This project will gather data, information, experience and knowledge on literacy challenges and services, areas of strengths and areas of need from a wide range of organizations and individuals through a creative engagement process that is action-focused and participatory in nature. The approach is highly inclusive, embraces diversity and is broad in its scope (see the Operating Principles for the Challenge Dialogue System in Appendix 4).	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.	Both the process (Challenge Dialogue) and the ultimate outcomes (Improved literacy skills) will enhance social inclusion and community wellness. The Challenge Dialogue is by nature a socially inclusive process. In addition, the intended outcome of improved literacy skills, is a key foundational element for full participation in virtually all walks of life — education, employment, family life and the community. Through this project the delivery efficiency and effectiveness of literacy services will be thoroughly explored and analyzed. Gaps in services as well as areas of over service will be identified. As well specific needs will be identified along with ways to leverage existing services to address them. The two stage process is designed to create a collaborative collective impact agenda along with the means to deliver on this together – mutually reinforcing activities. In Stage 2, the Roadmap will serve as a powerful framework to design a shared performance measurement system, set priorities and clarify roles and relationships. All of this will nurture the relationship between agencies as well as with individuals and strengthen literacy service system of Greater Victoria.	
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
26	Living Edge Community	Innovate and Lead	Not Stated		The Living Edge Community neighbourhood food distribution is a grass roots program in the Quadra/Hillside, North Park, Harris Green, Rock Bay and Burnside areas of Victoria and the first organization to distribute fresh produce. The food hub (at Quadra Village Community Centre) sorts and distributes fresh produce twice a week from the Quadra Village Community Centre and delivers a weekly dinner in a safe environment.	
		Engage and Empower the Community	Not Stated		Recipients of food from the MarketPlace appreciate being able to use fresh produce, dairy and meats in their meal planning. Our mission is to give equality in the choice of food and empower single parents, seniors, homeless persons, and the working poor in our neighbourhoods. We provide opportunity and training for people in the neighbourhood to give back to their community.	
		Make Victoria More Affordable	Not Stated		When all the bills are paid, it is the flexible necessities that are cut. Like hydro, food, medicine, etc. By helping families with nutritious produce, supplementing their food source, we are helping to 'bear the financial load' for families with marginalized household income.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.	By providing fresh, nutritious produce (something that low income families can not afford) we are introducing wholesome foods into their diet. Consuming more balanced meals full of minerals and nutrition can have a profound positive effect on one's health. We do not turn away anyone who is hungry. The dinner at the CDI gym is a safe environment for families and children are welcome. Our childcare program provides a necessary break for single parents. Referrals and counseling is also offered by qualified individuals.	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
27	Ministry of Casual Living	Innovate and Lead	Not Stated		PedalBox is a dynamic vessel for practicing many of the objectives mentioned in the strategic plan. PedalBox has supported innovative interdisciplinary artists including performers, painters, social practice artists, and filmmakers. Pedalbox engages the community outdoors on the myriad of active transportation pathways and roads in the city. When artists are able to be paid to do their work it is empowering. Having art displayed on a mobile platform facilitates social inclusion by giving the everyday citizen a chance to interact with art in an unexpected and collaborative fashion. This funding would help build financial capacity for our organization.	
		Build Financial Capacity of the Organization	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.		
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated			
		Complete a Multi-model Active Transportation Network	Not Stated			
		Nurture Our Arts, Culture and Learning Capital	Not Stated	2018: Support for arts and culture is increased, inclusive and strategic.		
		Plan for Emergencies Including Climate Change Short and Long Term	Not Stated			
28	Oaklands Community Association				Both programs proposed within this grant application strive to improve or enhance the quality of life of not only the families attending the community dinner but the youth attending multisport as well. Ensuring a healthy meal, inclusive of all within the Oaklands community, fosters trust, strengthens our social fabric and enlivens family life. Youth off of the streets and away from risk are more likely to engage in activities to enhance their quality of life via interaction with other youth and participation in physical activity that occupies them.In addition, further to the outcome that identifies opportunities for accessible sports and fitness for adults and youth, the sports offered within multisport are not typically available to youth via school programming. By engaging their love of activity, the whimsical nature of a fictional game and the physical challenges of sports like Frolf and Ultimate, Oaklands hopes to offer multisport to not only enhance the life of youth in the Oaklands community but engage and foster them in their love of fitness. Stories from the Edge, and it's supporting programs, Engage and Empower local indigenous and people of colour Communities. Providing direct access to internationally renowned Indigenous and Latino performance artists is an invaluable experience for youth, students and emerging artists living in Victoria. Open Space has build a relationship with regional and national presentation networks and thrives on providing access to local audiences.	
		Facilitate Social Inclusion and Community Wellness	Yes	2017: Enhanced quality of life.		
29	Open Space Arts Society	Engage and Empower the Community	Not Stated	2015: Improved relationship with nearby First Nations. (Ongoing) 2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing)	The theme of this years Indigenous Youth Arts Program hosted by Open Space is storytelling through and with media. Each of the invited artists use both media and storytelling in their performance art practices to explore, engage and critique the social and culture context in which they live and work. This level of inquiry and practice will provide youth and student audiences with indigenous tools, methods and ways of knowing to Facilitate Social Inclusion and Community Wellness. Open Space is an artist-run centre mandated to "support experimental artistic practices in all contemporary arts disciplines, acting as a laboratory for engaging art, artists, and audiences." By working with community partners and post-secondary institutions we provide a dynamic space of inclusion for the many communities of interest that support the arts. Through this specific project, and our ongoing programs, we continue to Nurture Our Arts, Culture and Learning Capital. Open Space is a member of the ProArt Alliance of Greater Victoria, and the Pacific Association of Artist Run Centres. Our participation in these networks help us to communicate best practices across the country, the province and the region. Our commitment to work across disciplinary boundaries, partnering with Intrepid Theatre on venue use and audience development for this project, with the Visual Arts departments at Camosun College and the University of Victoria, and with members of local First Nations communities through our Indigenous Youth Arts Program and other programming, we are Demonstrating Regional Leadership. Victoria has a specific culture of collaboration. We understand the challenges and benefits to working across organizational barriers and pride ourselves in making a safe and inclusive space for all members of the arts and culture community.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.		
		Nurture Our Arts, Culture and Learning Capital	Not Stated	2018: Support for arts and culture is increased, inclusive and strategic.		
		Demonstrate Regional Leadership	Not Stated			
		Innovate and Lead	Not Stated			
30	Pacific Peoples' Partnership	Engage and Empower the Community	Not Stated		PPP has been engaged with Victoria citizens through our programming and via employment for 40 years. We have accomplished this by producing a range of local programs concerning social justice issues, environmental sustainability, fair trade, climate change, ocean and land stewardship, and through bridging cultures and knowledge sharing. Each year we host our Annual One Wave Festival in Centennial Square which is about engaging the public as steward of their environment, the program is designed for youth and families, is zero impact and also celebrates the diversity of Indigenous Pacific arts and cultures. We hold many lectures, and forums including Town Hall style meetings for learning and discussion. We work closely with other Victoria NGOs and CSOs, Academia and with Coast Salish Communities (three of which are partnering to host our September conference). Universality and deepening connections north-south is always a key component of our work, this helps us to connect local concerns with global concerns enabling informed citizen action	
		Build Financial Capacity of the Organization	Not Stated			
		Facilitate Social Inclusion and Community Wellness	Not Stated			
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated			
		Nurture Our Arts, Culture and Learning Capital	Not Stated			
		Steward Water Systems and Waste Streams Responsibility	Not Stated			
		Plan for Emergencies Including Climate Change Short and Long Term	Not Stated			
		Demonstrate Regional Leadership	Not Stated			

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
31	Social Innovators Network	Innovate and Lead Engage and Empower the Community Demonstrate Regional Leadership	Not Stated Not Stated Not Stated		By providing a stage for innovators and leaders with ideas worth sharing on a wide range of topics from the environment to technology to design, and people with an interest in how to change the world, a venue in which to experience and engage ideas.	Ticketed event.
32	Synergy Sustainability Institute	Innovate and Lead Engage and Empower the Community Build Financial Capacity of the Organization Create Prosperity through Economic Development Facilitate Social Inclusion and Community Wellness Nurture Our Arts, Culture and Learning Capital Demonstrate Regional Leadership	Not Stated Not Stated Not Stated Not Stated Not Stated Not Stated Not Stated	2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing) 2017: Enhance quality of life. 2018: Support for arts and culture is increased, inclusive and strategic.	The upcycling working group is an innovative group of individuals and local businesses that are looking to find creative ways to divert waste from the traditional waste stream. By providing hands-on training courses, citizens will gain a sense of empowerment as they create new life for previously unwanted products such as construction waste, palettes and coffee bags. Successful delivery of these training courses and craft markets will build capacity within Synergy Sustainability Institute and the Upcycling Working Group by proving the concept of these new programs and revenue streams. The grant funding will allow some spaces in these courses to be offered at a discount to citizens that would otherwise be unable to afford them, which will facilitate social inclusion and a sense of community. By using low-cost upcycled materials the program will be cultivating the arts in the community in a way that is accessible to a wide range of citizens. This is also a program that could easily be scaled and delivered in other parts of the region and Vancouver Island once it has been successful here in Victoria, providing regional leadership.	Workshop fees.
33	The Batemen Foundation/The Robert Bateman Centre	Nurture Our Arts, Culture and Learning Capital	Not Stated	2018: Support for arts and culture is increased, inclusive and strategic.	This program meets and supports the City of Victoria's Strategic Plan Objective 'Nurture Our Arts, Culture and Learning Capital.' The arts are an important part of our community. They transport us to different places and cultures and provide an outlet for creative expression. At the Robert Bateman Centre, we use the art of Robert Bateman to inspire everyone and express the importance of nature and its positive impact on our lives. Our programs, which reach people of all ages, inspire discovery, understanding and development of a love of nature leading to healthy and creative living, environmental stewardship, and spiritual growth.	
34	Threshold Housing Society	Engage and Empower the Community Make Victoria More Affordable	Not Stated Not Stated	2017: More youth are engaged in City programs, civic issues, and the broader community. (Ongoing) 2017/2018: Increased the range of affordable housing not only for those in need of supports but also for working people, families and youth.	Objective 2: Engage and Empower the Community – all youth are a vital component of our community that bring energy, ideas and vision to bear upon the common good. At-risk youth have energy, ideas and vision too, regardless of their difficult pasts. Being homeless or precariously-housed marginalizes people and hence they feel disengaged from their friends, neighbourhood, and city. Safe housing is the key factor in making a marginalized person part of the community; it takes an address, a telephone number, and neighbours. In giving such opportunities today to vulnerable youth, the community will thrive tomorrow. Objective 6: Make Victoria More Affordable – calls for increasing the range of affordable housing for youth. This is an important objective in that any municipality that attempts to combat homelessness must take concrete steps to prevent it from happening which means addressing youth homelessness. Many municipalities have already forged plans to end youth homelessness by a certain year as part of a larger strategy to either lower or eradicate adult homelessness. The SHY program is designed to find willing landlord partners to help Threshold Housing find suitable units for youth able to live independent but with support.	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017:Victoria is closer to ending chronic homelessness.	Objective 7: Facilitate Social Inclusion and Community Wellness – several actions and outcomes deal with ending chronic homelessness and increasing low-cost housing. This is also a central objective of the SHY program. At-risk youth are a marginalized segment of our community that are both invisible and voiceless. A community cannot be “well” when this many youth are living precariously as they are and yet expected to be a contributing member of the community. Safe Housing, mentoring, and life-skills as provided by SHY give at-risk youth the opportunity to avoid homelessness, criminal involvement, and being a burden on social systems.	
35	Umbrella Society for Addictions and Mental Health	Engage and Empower the Community Facilitate Social Inclusion and Community Wellness Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated Yes Not Stated	2015: Improved relationship with nearby First Nations. (Ongoing) 2017: Enhanced quality of life.	At any given moment, 30 to 40% of Foundation House residents are First Nations. Residents live in a supportive communal environment, sharing chores, cooking and eating meals together. There is a sense of community and belonging among the men as they work toward a common goal: sobriety and recovery. The garden project would empower the residents and lead others toward beginning starting community gardens or food share systems. The improved streetscape will contribute to an increased sense of community. Therapeutic benefits of gardening are well known, and the garden project will enhance the quality of life and improve the health of house residents. Foundation House itself addresses, in some small way, issues of chronic homelessness faced by the City of Victoria This project will achieve the stated objective of increased food cultivation on private land, and inspire others to increase green space and explore the potential of a community garden in future.	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
36	Victoria Brain Injury Society	Engage and Empower the Community	Not Stated	2016: Build capacity of neighbourhood/community associations. (Ongoing)	<p>This project will seek to engage and empower the family members and friends with information and awareness regarding brain injury and the resources that are available to help and support families facing the challenges of brain injury such as reduced income, adapting to life with a disabled family member, etc. The monthly information sessions will provide advice and information regarding finances, housing, understanding the brain, self-care and wellness for everyone in the family, and the social and emotional consequences of brain injury. Furthermore, the group will seek to share strategies that have worked for different families regarding common challenges such as co-parenting with someone that has challenges with multi-tasking or resolving conflict with individuals suffering from emotional liability, in this way families will empower each other and have their expertise honoured.</p> <p>The information sessions will also engage the community in considering the impact of brain injury. One of the comments we often receive from people who provide information sessions is that they have learnt as much from the participants about brain injury as they were able to impart about their area of information. Our research also shows that offering information sessions attracts individuals who might not have otherwise sought VBIS services for fear of stigma regarding their ability to cope. Information sessions can often offer a neutral first point of contact from which to VBIS is able to build a supportive relationship with the families and friends of survivors. We find this vital as otherwise families will often wait until a situation is in crisis before reaching out for help.</p>	
		Create Prosperity through Economic Development	Not Stated		<p>We will have a number of information sessions that provide advice and support on financial well-being and ensuring that families are aware of all the financial supports and help that are available. Furthermore, case managers are well-versed in assisting individuals with applying for financial assistance and working with individuals to develop realistic budgets that prevent the escalation of debt thus avoiding an additional burden placed on the families of brain injury survivors. This will support this strategic plan objectives by ensuring that household income does not decrease so markedly after a brain injury that the household is no longer able to function thus supporting the objective to increase median household income.</p> <p>In addition, we know that when brain injury survivors receive the support they need throughout their recovery from family and friends they are more likely to be able to return to work thus further increasing the likelihood of an increase in the household's income level and again supporting this objective.</p>	
		Facilitate Social Inclusion and Community Wellness	Not Stated	2017: Enhanced quality of life.	<p>The community information sessions and one-to-one sessions will support families of brain injury survivors to consider their own well-being. We will host information sessions that look at self-care and one-to-one sessions will encourage the families of survivors to consider how to protect their own well-being and get the support they need. This will promote community wellness.</p> <p>Additionally, the group sessions will allow the family and friends of survivors to meet each other, facilitating social inclusion and building community support networks. By hosting information sessions that are open and accessible, we hope to bring families from a wide socio-economic demographic together. While brain injury can affect all families, it is often those who were already vulnerable whose lives are impacted most by brain injury. Bringing families together can help expand people's networks, create shared understanding and help people interact with individuals that they might otherwise have never met thus facilitating social inclusion and preventing some of the isolation that can occur following brain injury.</p> <p>Social inclusion will further be supported by letting the families of survivors know about the services that are available to brain injury survivors – for example by letting families know about recreation programs or peer support drop-in services they can help and encourage the brain injury survivor to access these services thus preventing the survivors from becoming isolated, facilitating social inclusion and offering families and friends some respite so they can also interact socially with friends and family without needing to be in 'caregiver mode'.</p>	
37	Victoria Community Micro Lending Society (Application 1 - Loan and Mentorship)	Innovate and Lead	Not Stated		<p>CML matches each borrower with local lenders, allowing people to invest directly in individuals in their own community. This initiative of investing directly in individuals is bold, timely, and innovative. And it's working. Over the past five years CML has helped over 350 people navigate the world of entrepreneurship and employment training and funded 29 loans. In 2015 the Society expanded its loan offerings to include training loans for newcomers to Canada who need skills or training to get a job. We're convinced that this is the kind of bold and innovative leadership that Greater Victoria would like to see.</p>	
		Create Prosperity through Economic Development	Not Stated	<p>2016: Downtown is the hub of both large and small business.</p> <p>2016: Reduced retail and commercial vacancies downtown.</p> <p>2017: Downtown is vibrant and is a draw for residents and visitors alike.</p>	<p>We see the support our Loan and Mentorship Program provides to small businesses as a critical tool in creating a vibrant, thriving small business sector in downtown Victoria. Our entrepreneur borrowers become successfully self-employed and many of them employ others as their businesses expand. Natalie received a \$4,000 loan from Community Micro Lending in January of 2011 to expand her restaurant, Stir It Up Foods, which was located in Fernwood Square. Having successfully expanded and having added 2 employees, Natalie repaid her loan in December 2013. Her business has continued to grow, and in February of this year she moved the restaurant to downtown Victoria, in Odeon Alley on Yates Street. Natalie's story a perfect illustration of prosperity through economic development – a growing small business moving to the downtown core, providing employment for local residents and creating prosperity for Natalie and her family.</p>	
38	Victoria Community Micro Lending Society (Application 2 - Training Loan)	Innovate and Lead	Not Stated		<p>CML matches each borrower with local lenders, allowing people to invest directly in individuals in their own community.</p> <p>This initiative of investing directly in individuals is bold, timely, and innovative. And it's working. Over the past five years CML has helped over 350 people navigate the world of entrepreneurship and employment training and funded 29 loans. In 2015 the Society expanded its loan offerings to include training loans for newcomers to Canada who need skills or training to get a job. We're convinced that this is the kind of bold and innovative leadership that Greater Victoria would like to see.</p>	
		Create Prosperity through Economic Development	Not Stated		<p>Specifically, the Training Loans program allows vulnerable members of our community to get jobs, or get better paying jobs. Our first Training Loan went to Maria, who emigrated from the Philippines four years ago and has been working multiple minimum wage jobs since she arrived. In January Maria received a \$1,995 loan that allowed to her complete the tuition needed take a Lab Technician course. She will complete the course this month and will be eligible to apply for jobs with VIHA and LifeLabs which pay between \$20 and \$23 an hour, double what she currently earns. This will transform Maria's life. Maria is on the path to prosperity. We believe this is economic development – providing people with the opportunity to improve their lives and contribute to the communities in which they live.</p>	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
39	Victoria Compost and Conservation Education Society (Compost Education Centre)	Engage and Empower the Community	Not Stated	2016: Empower neighbourhood residents, place makers and others to lead and implement projects.	Bridging urban agriculture, composting, food literacy, ecological restoration and bioremediation, this project is an opportunity to bring together and empower the municipality, local post-secondary institutions, food security organizations and the people who are interested in growing food in Victoria to get to know and build the soil beneath their feet. In Phase 1, coordinated research led by the Compost Education Centre into the health of soils in Victoria and in collaboration with Camosun College's Environmental Technology program, will complement and enable some of the outcomes, providing backbone research relevant to the development of long term policies, resources and voluntary guidelines for food systems initiatives in the City. Further, this research and the resources and education developed to support healthy food production in the City will enable citizens interested in growing food on boulevards, in backyards, or in underutilized lots (as identified in the inventory) to do so safely. A key piece of this project will be awareness raising and sharing of information and resources specific to Victoria, which will serve to inspire and empower food production here in the city.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2018: Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized.	Healing City Soils: Phase 2 is planned for Spring 2016 and will consist of a return to each of the 5 neighborhoods to offer a 'Growing Food in the City: Healing City Soils' workshop which shares the contamination map for that neighborhood, and teaches residents how to grow food safely given the levels of contamination. There will also be a three-part 'Healing City Soils' workshop series held at the Compost Education Centre (CEC) as well as fact sheets created covering methods for backyard/boulevard soil healing and food growing skills including, microbial remediation (via composting and compost tea), fungal remediation (via mushrooms), and phytoremediation (via plants).	
40	Victoria Conservatory of Music	Engage and Empower the Community	Not Stated	2016:Empower neighbourhood residents, place makers and others to lead and implement projects.	The VCM is an active member of the 900 Pandora Neighbourhood Group that is actively working to revitalize the Pandora/Quadra Street area. With the addition of improved VCM signage on Pandora Avenue and Quadra Street, residents and businesses in the area will experience a greater sense of pride for their neighbourhood helping to empower them and encourage continuing efforts to improve upon the overall vitality of the area.	
		Create Prosperity through Economic Development	Yes	2017: Downtown is vibrant and is a draw for residents and visitors alike.	The VCM is one of Victoria's premier art centers attracting close to 50,000 people to the downtown core each year, many of which utilize City of Victoria parking services, visit local retailers and restaurants, and also use other services in the area, all of which contribute dramatically towards the economic wellbeing and prosperity within the downtown area. With the addition of effective and well-positioned signage, the VCM anticipates greater numbers of audience members and higher enrollment within the VCM Community and Post-Secondary Schools helping to drive greater numbers of residents and visitors to the vibrant downtown core.	
		Nurture Our Arts, Culture and Learning Capital	Not Stated		City of Victoria support for the VCM through signage funding will nurture and contribute to the overall vibrancy of the arts within the downtown core while creating a more positive presence in the Pandora and Quadra area – an area frequented by people dealing with drug addictions, mental illness and homelessness.	
41	Victoria Sexual Assault Centre	Facilitate Social Inclusion and Community Wellness	Yes	2017: Accessible health services are available for Victoria's most marginalized people.	This project will support the City of Victoria's objective to facilitate social inclusion and community wellness and contribute to the outcome of accessible health services for Victoria's most marginalized populations. This project will increase access to support for recent survivors of sexualized violence. Often, it's those communities that are most targeted for violence that do not have access to medical, forensic, crisis support and justice services, after a sexual assault because of institutional barriers they face at hospitals and police stations. These communities include girls, women and trans people for whom the experiences and impacts of sexual violence are deeply intertwined with other forms of systemic violence, such as racism, colonialism, inter-generational trauma, classism, and various other forms of stigma and discrimination. We have been working closely with community partners that represent racialized, immigrant, refugee, trans and indigenous girls and women, women involved with sex work, and/or those that are drug or alcohol dependent to determine how to better serve those that are most targeted for violence. We also hope to create partnerships with organizations that work with people with disabilities, homeless people and people living in poverty. To increase accessibility of services, we have secured a space for the clinic in our office building and for this phase of the project we are raising capital funds to purchase equipment and supplies so we can open our doors in Fall 2015.	
42	Victoria West Community	Innovate and Lead	Not Stated		The Orchard was created in partnership between the VWCA/VWFSC and the City, to test the idea of, and develop policy around food production in public space which stemmed from commitments in the OCP. The successful management of the Commons and the Orchard by the Community Association requires cross-departmental cooperation of staff from Parks Dept, the Planning Dept, and the Engineering Dept in a collaborative, supportive and empowering relationship with the community.	
		Engage and Empower the Community	Yes	2016: Build capacity of neighbourhood/community associations. (Ongoing) 2016: Empower neighbourhood residents, place makers and others to lead and implement projects.	By supporting the renewal of the social asset of the cob bench and the strengthening of broader community identity (as well as that of the Association) and educational outreach via signage in the Commons and the Orchard, the City is building capacity within the Community Association to support citizenled, demand-driven initiatives such as the Food Security Collective. Neighbourhood residents, place makers and others are empowered to lead and implement projects when volunteer hours and in-kind donations are matched with financial contributions, project approval, reducing barriers, and (sometimes) institutional or regulatory expertise.	
		Facilitate Social Inclusion and Community Wellness	Not Stated		The repair of the cob bench, the design and construction of the sheltering roof, and work-parties in the Commons and Orchard all provide opportunities for neighbourhood engagement and citizen participation which welcome every contribution and encourage residents to meet and bond over their shared efforts. The new signs will allow residents of the whole region to better utilize the free, local food resources in the Commons and the Orchard, as well as providing contact information so residents can become involved with the Community Association and the Food Security Collective.	
		Enhance and Steward Public Spaces, Green Spaces and Food Systems	Not Stated	2017: School lands and facilities are enhanced for benefits such as community wellness and recreation, greenspace, and food systems etc.	The growing and sharing of food in public spaces, as well as community celebrations around those activities like Community Dinners, the Corn Roast, and the Wassail, inspires citizens to truly have a sense of ownership of and investment in those public green spaces in ways that few others could.	
		Plan for Emergencies Including Climate Change Short and Long Term	Not Stated		Both the Orchard and the Commons educate and inspire multiple generations of residents to learn about and practice local food production which increases our resiliency to potential emergencies. Since its inception, the Commons has been managed to also serve as a demonstration site for food plants that are suite to our current and changing dry-summer climate, as well as for sustainable gardening practices. The Community Orchard design included also permaculture design: slow decomposition of buried wood debris in Hugelkultur beds acts as natural rainwater 'batteries' to conserve resources and protect against dry years while warming soil and extending the growing season.	

	Organization Name	Strategic Objective	Linked to Outcome? Yes / Not Stated	If 'Yes', Outcomes Identified OR If 'Not Stated', Possible Outcomes Identified	Organization Outcomes From Applicants	Comments
43	Viva Youth Choirs Society of Victoria	Innovate and Lead	Not Stated		Empower neighborhood residents, place makers and others to lead and implement projects. As a not for profit organization we rely on volunteers to make it all work. This provides leadership opportunities within the community as a whole and within the musical communities specifically.	
		Engage and Empower the Community	Yes	2015: Improved relationship with nearby First Nations. (Ongoing)	More youth are engaged in City programs, civic issues, and the broader community. (Ongoing) By providing bursaries where there is financial hardship we are able to open doors to more youth. Improved relationship with nearby First Nations. (Ongoing) We focus on all forms of music from all cultures. Exploring the musical opportunities that arise from the traditions of our First Nations peoples in a natural inclusion of our vision.	
		Build Financial Capacity of the Organization	Not Stated		None	
		Create Prosperity through Economic Development	Not Stated		Economic Development. While small, the inclusive nature of our programs brings increased revenue opportunities for music teachers in our communities, conductors, music retail outlets, property / facility rental, recording studios and technicians, and much, much more.	
		Facilitate Social Inclusion and Community Wellness	Not Stated		None	
		Nurture Our Arts, Culture and Learning Capital	Not Stated		None	
44	We Rage We Weep Alzheimer Foundation			2017: Accessible health services are available for Victoria's most marginalized people.	Accessible health services are available for Victoria's most marginalized people - dementia persons often feel they can no longer integrate into their community due to their disease and caregivers are commonly too tired, overwhelmed and over worked to promote engagement. By providing a safe, welcoming, encouraging environment in which to self express and re-connect for both those with dementia and their caregivers we have seen these social challenges overcome. Re-engagement follows.	
					Enhanced quality of life - The Arts & Alzheimer's program is for persons with all stages of Alzheimer's or related dementia as well as those who have been artists or musicians and those who have not. Clients with Alzheimer's or related dementia •Enjoy freedom of expression, social interaction, cultivation of new or renewed talents, increased confidence, self-esteem, a sense of purpose and pride of accomplishment Caregivers/Families •Receive a respite from care taking duties and support from one another Artists & Musicians •Utilize their skill to foster expression, connection and joy through art and music Community •Experiences the continued participation and contributions of those with dementia	
				2017: Enhance quality of life		
		Facilitate Social Inclusion and Community Wellness	Yes	2018: City's seniors' facilities have grown their memberships by 50%.	City's seniors' facilities have grown their memberships by 50% - By operating our programs through Silver Thread Service Senior Centers we are drawing in more people to the centers thus promoting & encouraging their participation & membership in senior centers.	
		Nurture Our Arts, Culture and Learning Capital	Not Stated	2018: Support for arts and culture is increased, inclusive and strategic.	The Arts & Alzheimer's program offers its art & music participation sessions twice a week for 2 hours. The first hour is devoted to a creative art project which changes week to week followed by an hour of music, singing and sharing. Additional arts related activities and events such as music, dance, opera, symphony, theater and specialized art gallery tours are incorporated throughout the year. Our focus is those 70% of dementia clients still living at home with a caregiver who may not otherwise have access or opportunity to enjoy the arts.	

2015 Strategic Grant Applications - Applicant Selected Strategic Plan Objectives

#	Organization Name	Total Strategic Plan Objectives Selected by Applicant	Innovate & Lead	Engage & Empower the Community	Strive for Excellence in Planning & Land Use	Build the Financial Capacity of the Organization	Create Prosperity Through Economic Development	Make Victoria More Affordable	Facilitate Social Inclusion & Community Wellness	Enhance & Steward Public Spaces, Green Spaces & Food Systems	Complete a Multi-Modal & Active Transportation Network	Nurture Our Arts, Culture & Learning Capital	Steward Water Systems & Waste Streams Responsibly	Plan for Emergencies Incl. Climate Change Short & Long-Term	Demonstrate Regional Leadership
1	AIDS Vancouver Island	1							✓						
2	Bipolar Disorder Society of British Columbia	2		✓					✓						
3	Burnside Gorge Community Association	2		✓					✓						
4	Central Middle School	5			✓				✓	✓		✓	✓		
5	Communica Dialogue and Resolution Services Society	2		✓					✓						
6	Community Social Planning Council of Greater Victoria	6	✓	✓			✓	✓	✓						✓
7	Cook Street Village Activity Centre Society (New Horizons)	3					✓		✓	✓					
8	Downtown Blanshard Advisory Committee-Quadra Village Community Centre <small>(1/2 Food)</small>	4	✓	✓					✓	✓					
9	Downtown Blanshard Advisory Committee-Quadra Village Community Centre <small>(2/2 Barriers)</small>	3		✓						✓		✓			
10	Ecole Margaret Jenkins School Parent Advisory Committee and SD 61	3							✓	✓		✓			
11	Fairfield Gonzales Community Association	2								✓	✓				
12	FED Restaurant Society	8	✓	✓	✓				✓	✓			✓	✓	✓
13	Fernwood Neighbourhood Resource Group Society	1							✓						
14	Friends Uniting for Nature Society	6		✓					✓	✓	✓	✓			✓
15	Greater Victoria Cycling Coalition	10	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓
16	Greater Victoria Placemaking Network Society	8	✓	✓	✓				✓	✓	✓	✓			✓
17	Home is Where we Live-LifeCycles Project Society	9	✓	✓		✓		✓	✓	✓			✓	✓	✓
18	InterArts Centre for Makers	7	✓	✓		✓	✓		✓	✓		✓			
19	Island Sexual Health Society	2		✓					✓						
20	Island Transformations.Org Educational Society	13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	James Bay Neighbourhood Association	7	✓	✓	✓				✓	✓		✓			✓
22	James Bay New Horizons <small>(1/2 Community Outreach)</small>	1							✓						
23	James Bay New Horizons <small>(2/2 Pollinatory)</small>	8	✓	✓	✓		✓		✓	✓		✓			✓
24	Jewish Community Centre of Victoria	1										✓			
25	Literacy Victoria	4	✓	✓					✓			✓			
26	Living Edge Community	4	✓	✓				✓	✓						
27	Ministry of Casual Living	7	✓			✓			✓	✓	✓	✓		✓	
28	Oaklands Community Association	1							✓						
29	Open Space Arts Society	4		✓					✓			✓			✓
30	Pacific Peoples' Partnership	9	✓	✓		✓			✓	✓		✓	✓	✓	✓
31	Social Innovators Network	3	✓	✓											✓
32	Synergy Sustainability Institute	7	✓	✓		✓	✓		✓			✓			✓
33	The Batemen Foundation/The Robert Bateman Centre	1										✓			
34	Threshold Housing Society	3		✓				✓	✓						
35	Umbrella Society for Addictions and Mental Health	3		✓					✓	✓					
36	Victoria Brain Injury Society	3		✓			✓		✓						
37	Victoria Community Micro Lending Society <small>(1/2 Loan & Mentorship)</small>	2	✓				✓								
38	Victoria Community Micro Lending Society <small>(2/2 Training Loan)</small>	2	✓				✓								
39	Victoria Compost and Conservation Education Society <small>(Compost Education Centre)</small>	2		✓						✓					
40	Victoria Conservatory of Music	3		✓			✓					✓			
41	Victoria Sexual Assault Centre	1							✓						
42	Victoria West Community	5	✓	✓					✓	✓				✓	
43	Viva Youth Choirs Society of Victoria	6	✓	✓		✓	✓		✓			✓			
44	We Rage We Weep Alzheimer Foundation	2							✓			✓			
	TOTAL		20	29	7	7	12	5	35	20	6	20	5	7	13

2015 Strategic and Micro Grants- Summary Details														
2015 Grants							2014 Grants					2013 Grants		
No.	Organization Name	Grant Classification	Purpose	Target Audience	2015 Total Requested (\$)	Eligible (\$)	Funding Sources	Funding Source (\$)	Grant Classification	Purpose	Paid (\$)	Grant Classification	Purpose	Paid (\$)
1	AIDS Vancouver Island	Strategic Plan Grant	Community and Service Users Engagement Initiative	Drug users, local residents, management and staff of relevant health and social service agencies.	73,744	73,744	AIDS Vancouver Island Society of Living Illicit Drug Users Yes2SCS Campaign Vancouver Foundation United Way Mac AIDS Vancouver Island Public Interest Research Group Profession Employees Association	16,600 9,120 8,000 10,000 2,970 2,970 1,000 500						
2	Bipolar Disorder Society of British Columbia	Strategic Plan Grant	Bipolar Babe Women's Support Group	Adult women struggling with mental health conditions.	9,500	9,500	Bipolar Disorder Society of British Columbia Provincial Employees Community Services fund TELUS	1,032 1,500 4,000	Sustainability Grants	Stigma Stomp Classroom	6,500	Sustainability Grants	Stigma Stomp Classroom	6,500
3	Burnside Gorge Community Association	Strategic Plan Grant	Youth Self Sufficiency	Youth transitioning to adulthood from government care.	8,500	8,500	Homelessness Partnering Strategy (Government of Canada) Coast Capital Foundation Burnside Gorge Community Association Community Social Planning Council Victoria Foundation United Way Community Donations	32,000 25,000 4,220 506 25,000 45,000 10,000	Sustainability Grants Neighbourhood Enhancement Grants	Youth Self Sufficiency Program Cecelia Ravine Garden	7,500 5,000	Sustainability Grants	Youth Self Sufficiency Program	10,000
4	Burnside Gorge Community Association	Micro Grant	Cecelia Ravine Community Gardens	Gardeners, residents, visitors.	500	500								
5	Central Middle School	Strategic Plan Grant	Naturalized Playspace	Students who attend school and their families, and general public who utilizes field.	17,664	16,473	Central Middle School Toyota Evergreen Private donation	2,000 1,200 1,100						
6	Communica Dialogue and Resolution Services Society	Strategic Plan Grant	Client Services Program	Members of the community in need of support dealing with difficult situations or relationships	10,000	10,000	Communica Dialogue and Resolution Community Gaming Grant City of Colwood Notaries Foundation	22,000 34,400 2,000 15,000						
7	Community Social Planning Council of Greater Victoria	Strategic Plan Grant	Building Community Prosperity	All residents and sectors, including municipal council and staff, people with lived experience.	15,500	12,500	Community Social Planning Council of Greater Victoria Uvic Social justice Program Vancouver Foundation	500 1,000 15,000	Sustainability Grants	Building Resilient Neighbourhoods	7,500	Sustainability Grants	Building Resilient Neighbourhoods	10,000
8	Cook Street Village Activity Centre Society (New Horizons)	Strategic Plan Grant	Boulevard Enhancement Project	Victoria community, primarily adults and seniors.	3,640	3,640	Cook Street Village Activity Centre Society (New Horizons) - Includes 12.5% volunteer time Volunteer time	2,200 165						
9	Downtown Blanshard Advisory Committee-Quadra Village Community Centre (Application 1)	Strategic Plan Grant	Food Skills for Youth Program		10,000	10,000	United Way Downtown Blanshard Advisory Committee-Quadra Village Community Centre (Volunteer time)	50,000 5,746						
10	Downtown Blanshard Advisory Committee-Quadra Village Community Centre (Application 2)	Strategic Plan Grant	Quadra Village Banners Project		5,460	5,460	Downtown Blanshard Advisory Committee-Quadra Village Community Centre (Volunteer time) Downtown Blanshard Advisory Committee-Quadra Village Community Centre (Volunteer time)	1,000 2,486						
11	Ecole Margaret Jenkins School Parent Advisory Committee and School District 61	Strategic Plan Grant	Margaret Jenkins Naturalized Playground and Outdoor Classroom	Approximately 450 Elementary School Kids, and their teachers, parents and staff who will benefit as well from the space. The surrounding community will also be welcomed to use this space as a playground / outdoor informal meeting place.	22,000	22,000	Ecole Margaret Jenkins School Parent Advisory Committee and School District 61	43,000						

2015 Grants							2014 Grants				2013 Grants			
No.	Organization Name	Grant Classification	Purpose	Target Audience	2015 Total Requested (\$)	Eligible (\$)	Funding Sources	Funding Source (\$)	Grant Clasification	Purpose	Paid (\$)	Grant Classification	Purpose	Paid (\$)
							Parks and Recreation Foundation School District 61 Don Mann Excavating	2,200 2,000 1,000						
12	Fairfield Gonzales Community Association (Greenways)	Strategic Plan Grant	Margaret Jenkins Greenways Project	Residents of Gonzales, students of Ecole Margaret Jenkins School and their families, any residents of neighbouring communities who use active transportation to access the beaches and parks of south Victoria.	20,700	20,700	Fairfield Gonzales Community Association (Greenways) Fairfield Gonzales Community Association – Admin costs Volunteer intern architect Paving/asphalt in-kind portion Plants for landscaping	2,000 400 1,500 300	Neighbourhood Enhancement Grants	Educational Awareness - Neighbourhood Resiliency	3,525	Neighbourhood Enhancement Grants	Fairfield Community Garden	5,000
13	Fairfield Gonzales Community Association (Application 1)	Micro Grant	Fairfield Food Forest 2015 Plantings	Users of Fairfield Community Place programs and services, Moss Street Market attendees, neighbourhood residents, garden volunteers, Sir James Douglas school students and teachers, Porter Park users.	500	500								
14	Fairfield Gonzales Community Association (Application 2)	Micro Grant	Fairfield Community Place Front Garden	Users of Fairfield Community Place programs and services, Moss Street Market attendees, neighbourhood residents.	500	500								
15	FED Restaurant Society	Strategic Plan Grant	The Food Eco District	Everyone! Downtown residents, other locals, tourists of all ages	10,000	10,000	FED member restaurants Design services Red Raven Creative Vancity Coastal Community Credit Union	5,000 5,000 500 8,000 1,000	Sustainability Grants	Ineligible				
16	FED Restaurant Society	Micro Grant	Food Eco District (FED)	Boulevard strip outside Big Wheel Burger (341 Cook St.) at Cook St. and McKenzie	500	500								
17	Fernwood Neighbourhood Resource Group Society	Strategic Plan Grant	Healthy Families	Low income, marginalized families with children.	9,000	9,000	Fernwood Neighbourhood Resource Group Society Community Gaming Grant ColdStar Solutions Inc.	10,000 4,000 4,000	Neighbourhood Enhancement Grants	Commercial Kitchen Upgrades	4,125	Neighbourhood Enhancement Grants	Community Orchard	4,900
18	Friends Uniting for Nature Society	Strategic Plan Grant	FUN Champs	20 FUN Champs (aged 6 – 16) their families, schools and communities	8,000	8,000	Friends Uniting for Nature Society The Victoria Foundation The Sitka Foundation Carmanah Management Corp Individual Donors	10,402 5,000 5,000 300 600	Sustainability Grants	FUN Champs	6,000			
19	George Jay Elementary School PAC, partnering with SD61	Micro Grant	George Jay Elementary School Field, SE corner	School children, residents of the area.	500	500								
20	Greater Victoria Cycling Coalition	Strategic Plan Grant	TransForm Speaker Series & Two Wheels Good	Victoria-area citizens with an interest in city building, public space and active transportation, plus select professionals (designers, architects, planners, engineers) working in urban design and planning. However, we believe there is wide public interest in the broader community about active transportation, the built environment, more interesting streets and innovative urban design. We hope to engage that wider audience through this program.	17,000	17,000	Greater Victoria Cycling Coalition District of Saanich Rethink Urban Consulting Greater Victoria Cycling Coalition (Volunteers) Greater Victoria Placemaking Network Living the New Economy Downtown Victoria Business Association	3,000 4,000 2,000 5,000 3,000 2,000 4,500				Sustainability Grants	Bicycles Mean Business	10,000

2015 Grants							2014 Grants				2013 Grants			
No.	Organization Name	Grant Classification	Purpose	Target Audience	2015 Total Requested (\$)	Eligible (\$)	Funding Sources	Funding Source (\$)	Grant Clasification	Purpose	Paid (\$)	Grant Classification	Purpose	Paid (\$)
21	Greater Victoria Placemaking Network Society	Strategic Plan Grant	TransForm Event Series and Great Streets Tool Kit	Citizens with an interest in public space and active transportation, plus professionals working in urban design.	23,000	23,000	Greater Victoria Placemaking Network Society (Volunteers) Dockside Green Rethink Urban Consulting Living the New Economy Greater Victoria Cycling Coalition (Volunteers)	3,000 1,000 2,000 2,000 5,000						
22	Home is Where we Live- LifeCycles Project Society	Strategic Plan Grant	Fruit Tree Project	Food insecure and vulnerable populations, fruit tree owners, those wanting to get engaged in local food systems	30,000	30,000	Home is Where we Live- LifeCycles Project Society United Way Victoria Foundation Social enterprise income Donations	25,000 10,000 8,000 5,000 2,000	Sustainability Grants	From the Ground Up	8,000			
23	Home is Where we Live- LifeCycles Project Society	Micro Grant	Neighbourhood Garden of All Sorts Relocation	Residents of James Bay who would like access to garden space, there will be several plots for persons with disabilities.	500	500								
24	InterArts Centre for Makers	Strategic Plan Grant	Thinklandia 2015	Working professionals, the local tech industry, creative industries, artists, thinkers, non-profit and NGO organizations and social service providers.	20,000	20,000	InterArts Centre for Makers Telus Viatec Rifflandia Festival Media partners Better Business Products Phillips Brewery Local Sponsorship	15,000 50,000 20,000 30,000 7,000 %35 disc. %50 disc. 12,000						
25	Island Sexual Health Society	Strategic Plan Grant	Inclusion Development Project	Marginalized community members who need access to safe and supportive sexual health services.	2,000	2,000	Island Sexual Health Society Victoria Sexual Assault Centre	1,540 300						
26	Island Transformations.Org Educational Society	Strategic Plan Grant	Ivy Place Right-of-Way Enhancement	local community and residents, walkers, schools, daycares, workers	1,900	1,900	Island Transformations.Org Educational Society (Volunteers)	1,950						
27	James Bay Neighbourhood Association	Strategic Plan Grant	Fisherman's Park Mural: The Ramp	All residents and visitors to Fisherman's Wharf Park and Fisherman's Wharf	850	850	James Bay Neighbourhood Association Jackson's Ice Cream Thrifty Foods	100 200 100	Sustainability Grants	Ineligible				
28	James Bay Neighbourhood Association	Micro Grant	James Bay Garden Association - Communal Garden Space and Hose Replacement	Garden members, attendees to James Bay Athletic Association sporting events, JB school children and nearby residents.	500	500								
29	James Bay New Horizons (Application 1)	Strategic Plan Grant	Community Outreach - Apartment Coffee Chats		10,000	10,000	James Bay New Horizons BC Govt Gaming Victoria Silver Threads	9,000 3,000 3,000						
30	James Bay New Horizons (Application 2)	Strategic Plan Grant	Pollinator & Honey Bee Gardens	Community neighbours, children and adults of all ages and economic statues who frequent or visit our facility or nearby Irving Park, pedestrians walking by JBHN, and those who want to create their own pollinator friendly gardens.	5,000	4,637	James Bay New Horizons (Volunteers & Facility use) Apiarist	13,600 3,000	Neighbourhood Enhancement Grants	Honey Bee Education Garden and Beehives	4,200			
31	Jewish Community Centre of Victoria	Strategic Plan Grant	Victoria International Jewish Film Festival	Moviegoers in the Jewish community and general public. Victoria residents interested in experiencing Jewish culture through film.	5,000	5,000	Jewish Community Centre of Victoria CRD Arts Service	Any shortfall 2,000						

2015 Grants							2014 Grants				2013 Grants			
No.	Organization Name	Grant Classification	Purpose	Target Audience	2015 Total Requested (\$)	Eligible (\$)	Funding Sources	Funding Source (\$)	Grant Clasification	Purpose	Paid (\$)	Grant Classification	Purpose	Paid (\$)
							Several Approached Jewish Federation of Victoria and Vancouver Island Grant	5,000						
							Donations	5,000						
							Ticket Sales	2,500						
								4,000						
32	Literacy Victoria	Strategic Plan Grant	Literacy Alliance	The target audience is both individuals in Victoria struggling with literacy issues and the agencies that serve them.	10,000	10,000	Literacy Victoria (Volunteer time)	5,000						
							Greater Victoria Public Library	2,000						
							Greater Victoria Public Library (Volunteer time)	3,000						
							READ Society (Volunteer time)	9,000						
							READ Society	1,000						
							Victoria Literacy Task Group (Volunteer time)	3,000						
							Learning Disabilities Assoc. (Volunteer time)	2,000						
							R. Keith Jones and Associates (Volunteer time)	20,000						
							Victoria Immigration and Refugee Centre (Volunteer time)	3,000						
33	Living Edge Community	Strategic Plan Grant	Living Edge Food Distribution	Seniors, single parents, working poor, indigenous, refugee families, homeless, poor families.	5,000	5,000	Living Edge Community	147,500						
							Food Supplies	96,000						
							Volunteer time	250,000						
34	Ministry of Casual Living	Strategic Plan Grant	PedalBox Mobile Bike Cart art gallery	Everyday people who use active transportation pathways in Victoria, all ages, curious eyes	3,300	3,300	Ministry of Casual Living	200	Community Arts Grants	Ineligible				
35	Oaklands Community Association	Strategic Plan Grant	Community Dinner and Games night / Youth Multisport	Both programs are inclusive of all Oaklands residents but targeted families will be low income/single parent families and at-risk youth	2,053	1,913	Oaklands Community Association	1,215	Sustainability Grants	Oakland Market Sustainability Internship	9,000	Sustainability Grants	Youth Leaders in Training	10,000
36	Open Space Arts Society	Strategic Plan Grant	Stories from the Edge	Indigenous youth, students, local indigenous and people of colour communities, local arts, and culture community.	9,750	9,750	Open Space Arts Society	3,600				Community Arts Grants	Artist in Residence - Visual Arts	10,000
							Canada Council for the Arts	3,000						
							BC Arts Council	600						
							Intrepid Theatre	1,500						
							LIVE! Performance Biennial	No charge for international travel.						
37	Pacific Peoples' Partnership	Strategic Plan Grant	Five Year Strategic Action Plan	Victoria residents, Coast Salish Communities, Canadians and the South Pacific	9,000	9,000	Pacific Peoples Partnership	11,350						
							Victoria Foundation	9,500						
							LUSH Fresh Handmade Cosmetics - Charity Pot Grant	14,575						
							Federal Government (HRSDC Grant)	2,000						
							University of Victoria (Centre for Asia Pacific Initiatives & Indigenous Governance)	6,500						
							Conference fees & Admissions	5,500						
							The Christensen Fund	21,700						
							Donations	800						
38	Social Innovators Network	Strategic Plan Grant	TEDxVictoria5	Not specified	5,000	5,000	Social Innovators Network	Ticket Revenue						
							Royal Roads University	15,000						
39	Synergy Sustainability Institute	Strategic Plan Grant	Green Economy Upcycling Working Group	Homeowners looking to divert waste, those interested in gaining expertise in hands-on projects, those that shop at public markets, businesses looking for environmentally friendly ways to recycle their waste.	7,000	7,000	VanCity Credit Union	3,000	Sustainability Grants	Declined		Sustainability Grants	Regional Green Business Certification	10,000
							RemoveandReuse.com	3,000						
							Inn at Laurel Point	1,000						
	The Robert Batemen Foundation	Strategic Plan Grant	Community Access		10,000	10,000	The Robert Batemen Foundation	530,703						
							BC Gaming Commission	39,200						
							Shaw Communications	50,000						
							Corporate Members (10)	7,000						

2015 Grants							2014 Grants				2013 Grants			
No.	Organization Name	Grant Classification	Purpose	Target Audience	2015 Total Requested (\$)	Eligible (\$)	Funding Sources	Funding Source (\$)	Grant Clasification	Purpose	Paid (\$)	Grant Classification	Purpose	Paid (\$)
40							Victoria Foundation Royal BC Museum Used Victoria Times Colonist Harbourside Rotary Victoria Foundation	2,500 31,115 6,200 12,000 8,000 6,300						
41	Threshold Housing Society	Strategic Plan Grant	Safe Housing for Youth Program	Unaccompanied youth leaving foster care; youth under MCFD care, youth experiencing homelessness due to abandonment, abuse or escaping negative environments.	12,500	12,500	Threshold Housing Society BC Housing (Supervisory position) Telus Coast Capital Savings Victoria Foundation Vandekerkhove Foundation	14,314 70,000 10,000 20,000 10,640 20,000						
42	Umbrella Society for Addictions and Mental Health	Strategic Plan Grant	Supportive Recovery Program	Men who are working hard to recover from substance use issues, neighbours, and larger community.	11,000	10,500	Umbrella Society for Addictions and Mental Health Umbrella Society for Addictions and Mental Health (Staff time) Donations	1,600 1,400 1,600						
43	Victoria Brain Injury Society	Strategic Plan Grant	Support2: Supporting the Supporters	The family and close support networks of brain injury survivors and their families.	8,385	7,832	Victoria Brain Injury Society	2,109	Sustainability Grants	Youth Supporting Youth	5,800	Sustainability Grants	Community Awareness Project	5,000
44	Victoria Community Micro Lending Society (Application 1)	Strategic Plan Grant	Loan and Mentorship Program	Victoria residents who want to start or grow business, but who don't have access to traditional credit or financing.	9,500	9,500	Victoria Community Micro Lending Society (Loan and Mentorship) Community Business Partners Blue Heron Advisory Group Hartwig Industries	30,000 10,000 3,750 10,800						
45	Victoria Community Micro Lending Society (Application 2)	Strategic Plan Grant	Training Loan Program	Un- or –underemployed people who need training to get a job (or a better job), but who don't qualify for training grants or loans through the provincial or federal government, or who do qualify but require supplemental credit to access a specific program.	8,800	8,800	Victoria Community Micro Lending Society (Training Loan) Community Business Partners Hartwig Industries United Way of Greater Victoria Coast Capital Savings	10,000 10,000 10,800 26,400 15,000						
46	Victoria Compost and Conservation Education Society (Compost Education Centre)	Strategic Plan Grant	Healing City Soils: Phase 1	People who want to grow food in Victoria: either in their backyard, boulevard, or in a community garden.	9,000	9,000	Victoria Compost and Conservation Education Society (Compost Education Centre) Camosun College ET Program Community Centers DIY Fungi	3,000 1,500 discount or free space usage ~\$500 1,500						
47	Victoria Conservatory of Music	Strategic Plan Grant	VCM Signage Project	Neighbourhood residents/businesses; members of the community interested in music education & performances.	10,000	10,000	Victoria Conservatory of Music	3,500						
48	Victoria Sexual Assault Centre	Strategic Plan Grant	Cedar Hill Integrated Sexual Assault and Child Abuse Support Centre	Communities that currently do not have access to medical, forensic, crisis support and justice services, after a sexual assault because of institutional barriers they face at hospitals and police stations.	25,000	25,000	Victoria Sexual Assault Centre Ministry of Justice Child Abuse Prevention and Counselling Centre (Mary Manning)	9,080 40,000 40,000						

2015 Grants							2014 Grants				2013 Grants				
No.	Organization Name	Grant Classification	Purpose	Target Audience	2015 Total Requested (\$)	Eligible (\$)	Funding Sources	Funding Source (\$)	Grant Clasification	Purpose	Paid (\$)	Grant Classification	Purpose	Paid (\$)	
49	Victoria West Community Association	Strategic Plan Grant	Vic West Food Security Collective - Orchard and Commons	Residents from all over the City come to harvest here. School groups and all community members will benefit from the information provided on the signage.	5,500	5,500	Victoria West Community Association	3,502				Neighbourhood Enhancement Grants Neighbourhood Enhancement Grants	Dishwasher/Community Dinners	2,800	
							Houston Sign	522					McCaskill Street Wall Art	1,904	
							VWCA / VWFSC	210							
							VWFSC coordination	500							
							VWFSC volunteers	1,200							
							Independent Graphic Designer	420							
							Uvic Permaculture Students	300							
							Eco-Sense	150							
							Local Businesses	200							
50	Victoria West Community Association (Application 1)	Micro Grant	Raised Garden Beds for VWCC	Children, youth, and adults.	500	500									
51	Victoria West Community Association (Application 2)	Micro Grant	Banfield Commons Community Garden irrigation installation	Residents from all over the City come to harvest here.	500	500									
52	Viva Youth Choirs Society of Victoria	Strategic Plan Grant	Personal Development for Youth	Residents of Greater Victoria	8,500	8,500	Viva Youth Choirs Society of Victoria	19,875							
							BC Community Gaming Grant	10,000							
							CRD - Arts Development	9,000							
							BC Arts Council	6,500							
							Thrifty Foods	1,000							
							Red Barn Market	75							
							Fairway Foods	100							
53	We Rage We Weep Alzheimer Foundation	Strategic Plan Grant	Arts & Alzheimer's	Seniors with dementia, their caregivers & families	5,000	5,000	We Rage We Weep Alzheimer Foundation (Volunteer time)	\$500/weekly	Sustainability Grants	Declined					
							Louise Rose - Musician	300							
							Silver Threads Service	2,000							
							Fenton Trust	20,000							
					Vandekerkhove Foundation	5,000									
Total Eligible Strategic Plan and Micro Grant Applications				\$ 517,246	\$ 511,499										
54	Victoria Immigrant and Refugee Centre Society	Ineligible Strategic Plan Grant	Welcome Gardens!	Seniors, Newcomers (immigrants), Adults, Children and Youth throughout Greater Victoria and the surrounding areas.	12,000	-	Victoria Immigrant and Refugee Centre Society	5,308							
							Saanich Volunteers	1,100							
					SHOAL Activity Centre		800								
55	White Eagle Polish Association "Bialy Orzel"	Ineligible Strategic Plan Grant	Adapting the building for people with disabilities	Elderly or people with disabilities.	9,995	-	White Eagle Polish Association "Bialy Orzel"	20,000							
				Total Ineligible Strategic Plan Grant Applications		\$ 21,995									\$ -
				Total Eligible and Ineligible Strategic Plan and Micro Grant Applications		\$ 539,241									\$ 511,499

Total 2015 Strategic Plan Grant Applications Received	46		
Total 2015 Micro Grant Applications Received	9		
	2015	2,014	2,013
Number of Received Applications	55	41	33
Number of Eligible Applications	53	35	26
Number of Funded Applications	-	25	19
Number of Ineligible Applications	2	6	7
Number of Declined Applications	-	10	7
	2015 Total Requested (\$)	Eligible (\$)	
Total Micro Grant Applications	4,500	4,500	
Total Strategic Plan Grant Applications	512,746	506,999	
Total Ineligible	21,995	-	



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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: AIDS Vancouver Island

Mailing Address: 3rd Floor Access Health Centre, 713 Johnson Street Victoria, BC, V8W 1M8

Contact Person: Shane Calder

Email: Shane.Calder@avi.org

Telephone: 250 384 2366

Website: www.avi.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☐ No

Society Registration Number: S 20925

Are you a registered Charity? ☐ Yes ☐ No

Charity Registration Number: 13064 2440 RR0001

Organization mission/mandate

AVI serves the needs of people infected and affected by HIV and hepatitis C across Vancouver Island. We take evidence based action to prevent infection, provide support and reduce stigma. Our vision is of a world free of HIV and hepatitis C. Until that time, those most at risk in our community continue to be marginalized - not only by their disease, but also by stigma and discrimination, poverty, and despair. As we fight these diseases, we join with those we serve to provide services based on consideration and respect and to provide visibility and a voice in the community

Brief history and role in benefitting residents of Greater Victoria

AIDS Vancouver Island was founded at the beginning of the AIDS crisis. On September 17, 1985, five men (Wayne Cook, Don MacIvor, Roy Salonin, John Spencer, and Grant Sullivan) sat around a kitchen table and decided it was time to meet the challenge posed by the AIDS epidemic on Vancouver Island. These five men saw the growing need for accurate and up to date information and services relating to HIV/AIDS. That evening saw the birth of AIDS Vancouver Island (AVI), with the founders forming the first Board of Directors. The society was subsequently incorporated in BC and registered under certificate number S20925 on January 24, 1986 under the legal name the Vancouver Island AIDS Society.

The need for HIV/AIDS related programs and services has continued to grow. AVI programming has consistently responded to the changing nature of HIV while seeking the resources to expand and better target



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our services. The virus has progressively moved into the injection drug using population, Aboriginal peoples, women and youth. Increasingly, Hepatitis C has infected or coinfecting the people that AVI serves (the injection drug using population is particularly vulnerable with rates estimated to be as high 70%). AVI has continued to be a leader in the prevention of HIV and in the support and care for those infected and affected in Greater Victoria and across the Island.

How many paid staff at organization? Full Time: 21 _____ Part Time: 19 _____
How many volunteer staff at organization? 90 _____ Total volunteer hours: 6,000 _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 2.98 million

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
VIHA	\$1.6 million	Treatment and Support, Harm Reduction, Health Promotion and Community Development
PHAC	\$285,000	Mens' Wellness Program, Youth at Risk, Hep C Program
UW	\$188,000	Access Possibilities Program
MAC AIDS Fund	\$75,000	Nutrition Program, Harm Reduction Case Manager
BC Gaming	\$94,000	Nutrition Program, Volunteer Services, Hep C Services

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☐ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Community and Service User(s) Engagement Initiative

Brief description of the project or program and why the grant is needed.

This project seeks to ensure robust social inclusion in the City's social inclusion and community wellness objectives related to community wellness and Supervised Consumption Services (SCS) in Victoria by facilitating the active involvement of potential service users, as well as non-services users, in the planned City-led round table process. The meaningful inclusion of people who use illicit drugs is a best practice standard in harm reduction health care. As such, this project will help to ensure that the strategic goals related to SCS in Victoria are aligned with ethical ways of working with a population of local citizens who are socially isolated by stigma and discrimination. This project will further engage relevant health and social service agencies, neighbourhood associations, community organizations and University-based researchers to contribute to the creation of this essential part of the healthcare continuum.

The evidence to support SCS as a public health and social justice response to illicit drug use is overwhelming. The consequences of not having SCS for people who are using illicit drugs are costly,



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may incite disorder and social conflict, lead to poor health outcomes and chronic illness, and death from overdose. With the support and collaboration of the City of Victoria, AVI will ensure the community engagement necessary to see SCS provided to people who use illicit drugs in Victoria while ensuring the voices of potential service users are front and center in all the relevant discussions.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 7 of the City's 2015-2018 Strategic Plan is to "Facilitate Social Inclusion and Community Wellness" and includes an action item for 2015 to facilitate "a collaboration among Island Health, VicPD, the Yes2SCS campaign, and City of Victoria to create supervised consumption services embedded in a continuum of healthcare services, including harm reduction" with the goal of creating "accessible health services for Victoria's most marginalized people" by 2017

It is clear that the City of Victoria is committed to the establishment of SCS in a responsible and progressive manner. As such we see this project as furthering the intent of Objective 7 in the Strategic Plan, and the direction the Victoria City Council is taking on the ultimate goals of ending homelessness and increasing overall health and wellness for people who are marginalized by their health status. While the City of Victoria has long supported harm reduction services in principle, the inclusion of the Yes2SCS campaign in the strategic plan shows an awareness of the issue hitherto not achieved by previous Councils, and illustrates a desire to include the community, along with potential service users. AVI, in collaboration with the Yes2SCS campaign, is uniquely situated to bring a myriad of voice to this critical conversation and planning process in a coherent and understandable fashion.



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AVI has supported the Yes2SCS campaign from its inception and currently has two staff members sitting on the steering committee alongside front line service providers, service users, researchers, and community advocates. The Public Engagement Committee (PEC) and the Peer Advisory Committee (PAC) represent the two most active of the campaigns committees and will facilitate the bulk of this project. AVI will be the grant holder and will collaborate with the Yes2scs campaign to realize this vital, yet unrealized health initiative.

The City has an interest in seeing this issue move forward decisively by bringing the relevant stakeholders together in a manner that will produce effective decision making based on the evidence at hand. AVI and the Yes2SCS campaign are not only able to bring the necessary voices to the discussion but will also be able to bring forth the relevant research and data necessary to make educated and informed decisions. Therefore our decision making process need not be based solely on our shared moral prerogative to end preventable illness and death from drug use, but from sound peer reviewed data.

AVI supports the goals of the community-driven Yes2SCS campaign, as well as the City's objectives around establishing SCS. AVI currently provides harm reduction health care to over 2500 individuals who access safer drug use and safer sex supplies, information and support, many of whom are homeless or unstably housed, living in poverty and engaging in public drug use. The health of our city could best be judged by the health and well-being of its most vulnerable citizens. The incidences of public drug use, discarded drug use paraphernalia, and challenging behaviours related to sleep deprivation and mental illness often exacerbated by drug use, are phenomena that strain the vitality of a community and creates social conflict between those seen as being the cause of the 'problem' and those caught in the middle. SCS do not just increase the quality of life for the service users but for all who enjoy the downtown core and would seek a cessation to the problem of chronic open drug use, sickness, and death from overdose. On a related note, a reduction of discarded drug paraphernalia will make a small yet significant dent in the work of the City, the DVBA, and related social service agencies to keep our city streets clean and inviting.

AVI has a long standing and productive relationship with the City of Victoria and its residents. In the nearly 30 years of community service in Victoria, AVI has spearheaded what could once have been considered controversial health services, but are now tried and true elements of essential health care



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for many of Victoria's residents. There have been numerous occasions over the years where the City of Victoria and AVI have supported one another's initiatives and we hope that you will continue to do so once again.

How many will benefit from the project or program?

AVI's Harm Reduction Services has roughly 2500 unique clients, larger than the national average of .04% of the general population who inject drugs. We feel it is fair to assume that this number could not be a complete total of Victoria's injection drug users as this number represents only those who have an active account with the agency. Further, the benefits of this project could have sweeping implications to numerous groups and individuals whether they be locals or tourists. Frustrated small business owners, city workers picking up paraphernalia, shoppers wondering if they should call 911 not knowing what else to do or who else to call. Removing public drug use from city streets benefits everyone, particularly those accessing the service who rarely finds a place to be that is welcoming, respectful and wholly useful to their particular needs.

Percentage of Greater Victoria Residents? 100%

Comprehensive harm reduction services, including SCS, are a recognized public health services, benefiting the health and wellbeing not only of those accessing services but also the population's health.

Who is your target audience? _

There are two distinct audiences we will be targeted as a part of this project.

1. People who would use SCS: The Yes2SCS Peer Advisory Committee (PAC) engages people who use drugs and who would use and benefit from the establishment of SCS. The work of the PAC is currently supported by a Peer Coordinator, and this person will continue to engage and elicit the input and involvement of people who use drugs via surveys, focus groups, regular meetings and consultations.
2. Non-service users: The Yes2SCS Public Engagement Committee (PEC) engages local residents, management and staff of relevant health and social service agencies, the local business community, and neighbourhood associations to elicit support and feedback around the establishment of SCS. The PEC Coordinator will gather this information and report back to the City of Victoria's roundtable discussion on this issue.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost **\$118,964** Amount Requested **\$73,744**

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: **18%%**

How much is the organization contributing to this project or program? **\$16600**

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Society of Living Illicit Drug Users	Jill Cater	250 298-9497	\$9,120
AIDS Vancouver Island	Katrina Jensen	250 384 2366	\$6,600
Yes2SCS campaign	Heather Hobbs	778 679 2602	\$8,000

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Vancouver Foundation	Prof. Bruce Wallace	250 721-6275	\$10 000
Aids Vancouver Island	Katrina Jensen	See above	\$10 000
United way	Kristen Kvacic	250-384-2366	\$2,970
Mac AIDS	Jill Cater	See above	\$2,970
Vancouver Island Public Interest Research Group	Stephanie Hartman	250 472-4386	\$1,000
Profession Employees Association	Scott McCannell	250 385-8791	\$500

Grand Total of Other Funding Sources: **\$45,220**



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Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

If we do not receive full funding we will not precede with as rich a community engagement process, in favour of facilitating the voices of service users. We would eliminate talking to neighborhood associations, local businesses, and non-essential community groups.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 14th 2015 To: September 30th 2016

Project or program location: Victoria/AIDS Vancouver Island/Community

Project or program timeline and major milestones.

Date	Milestone
October 5 th 2015	<ul style="list-style-type: none">• Structure of the City Roundtable on SCS completed with relevant organizations invited• Peer Advisory Committee sets goals and priorities for the coming year including professional development needs• Relevant Victoria based groups and agencies contacted for SCS presentation by members of the Peer Advisory Committee• Presentation to community groups begin• Report compiled for the City sponsored roundtable members on current status of SCS in Canada and Victoria• Rotating Neighbourhood forums begin• Workshops to front line service providers begin• Solicit letter of support for the exemption
December 14 th 2015	<ul style="list-style-type: none">• Rotating Neighbourhood forums continue• Meetings of the City Sponsored Roundtable continues• First draft of section 56 exemption completed and presented to Roundtable members• Begin giving SCS presentations and workshops to front line service providers (Our place, Pacifica, Cool Aid Society, Rock Bay Landing and Cool Aid Society staff generally)• Community dinners sponsored by the Peer Advisory Committee continue to illicit service users feed back• Peer led SCS presentation to community groups continue• Peer based education and capacity building workshops continue• Community dinner and open house
February 22 nd 2016	<ul style="list-style-type: none">• Peer led SCS presentation to community groups continue• Rotating Neighbourhood forums continue• Meetings of the City Sponsored Roundtable continues• Peer led SCS presentation to community groups continue• Workshops to front line service providers continue



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	<ul style="list-style-type: none">• Monthly Community Dinner and open house continues• Report presented to city roundtable summarizing community input• Peer based capacity building workshops continue
April 25, 2016	<ul style="list-style-type: none">• Second draft of section 56 exemption presented to roundtable• All abovementioned community engagement processes and roundtable meetings continue• Community Dinner and open house•
June 30, 2016	<ul style="list-style-type: none">• All above mentioned community engagement process and peer education sessions to continue• Third draft of section 56 exemption completed and presented to roundtable
September 2016	<ul style="list-style-type: none">• Plan for the second phase of the three year goal completed and presented to roundtable

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-20 Total volunteer hours required: 20 per week

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>All Public Engagement Events</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Katrina Jensen

Position: Executive Director

Name: Katrina Jensen

Date: _

Budget

Community and Service User(s) Engagement Initiative

September 14th 2015-September 30th 2016

Wages

Peer Advisory Committee Coordinator:

\$20/hr x 7.5 hour day x 3 days a week for 52 weeks = **\$ 23,400**

Public engagement Coordinator:

20/hr x 7.5 hour day x 3 days a week for 52 weeks = **\$23,400**

Peer Advisory Committee

Honourarium: 10 members/\$20 per 2 hour meeting/22 meetings = \$4,200

Food: \$30 per meeting = \$660

Travel (bus tickets) = \$495

Total= \$5,355

SCS agency presentations

2 presentations a month for 32 weeks = 64 presentations

Honourarium for presenters: \$30/2 presenters/64 presentation

Total= \$3,840

SCS Community Forums, Dinner, and Open Houses

1 event a month to be given in various Victoria Neighbourhoods

Hall rental: \$3000

Food: \$2500

Material costs: \$1000

Total=\$6,500

Administrative Support (@18%)

Total: \$11,249

Over all Total = \$73,744

Note: This budget represents one year of a three year project represented by the inclusion of this item in the 2015-2018 City of Victoria Strategic Plan.



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How to Apply:

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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Bipolar Disorder Society of British Columbia _____

Mailing Address: 185-911 Yates Street, suite 534, Victoria, B.C. V8V 4Y9

Contact Person: Andrea Paquette

Email: babe@bipolarbabe.com _____

Telephone: 778-678-2223

Website: www.bipolarbabe.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-56187 _____

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 827676867 RR0001 _____

Organization mission/mandate

The Bipolar Disorder Society of British Columbia's (BDSBC) mandate is to raise public awareness of positive mental health well-being and the need for community resources to meet the needs of those who live with bipolar disorder and all mental health challenges in British Columbia.

Brief history and role in benefitting residents of Greater Victoria

The Bipolar Babe Women's Support Group was established as part of the Society's Stigma Stomp Program in July 2012 in response to community demand. Initially only women came to the group upon opening its doors and they all requested it remain a women's *only* group as they found it a safe and unique place where women can help other women. To date the Group has worked with over 100 women in the Greater Victoria Area.

In addition, since 2010, awareness presentations of the Stigma Stomp Program have reached out to over 10,000 individuals in the Greater Victoria Community and in other Vancouver Island communities, to youth in schools, health professionals, parents, youth clubs and local service and business organizations. In 2014-2015, in the City of Victoria, the Society made presentations to City of Victoria's Youth Council, Crystal Pool Youth Group, and New Youth Project, as well as several local conferences and a majority of City of Victoria Schools. (Please see the Society's Final Report for their 2014 Sustainability Grant for full details).

How many paid staff at organization? Full Time: 0 _____ Part Time: 7 _____

How many volunteer staff at organization? 30 _____ Total volunteer hours: 1050

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$177,731 _____

What other sources of funding do you receive and how is it used?



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Source	Total Funding	Use
Gaming	30,000	Stigma Stomp Classroom Presentations & Teens2Twenties Support Group
Provincial Employees Community Services Fund	7,000	Stigma Stomp Program
TELUS	20,000	Stigma Stomp Program & Operating Expenses
RBC Children's Mental Health Project	5,000	Stigma Stomp Program
Children's Health Foundation of VI	9,000	Teens2Twenties Support Group

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Bipolar Babe Women's Support Group

Brief description of the project or program and why the grant is needed.

The Bipolar Babe Women's Support Group is specifically designed for 10 to 12 adult women at a time (age 25 and up) struggling with a mental health condition such as bipolar disorder, schizophrenia, anxiety and/or depression, etc., who seek help through an interactive group to share personal experiences of how to manage a mental health condition, while bringing up a family and/or maintaining employment. Activities for the group include having conversations ranging from the topics of mental wellness, career building, and self-care to coping strategies. Working within the group facilitates each individual's ability to balance family and work responsibilities.

Weekly, 90-minute group sessions will run from July 1, 2015 through June 30, 2016. The Society anticipates working with 30 individuals during that time period as members are free to rotate in and out of the Group.

The Bipolar Babe Women's Support Group provides a place of healing where women can build friendships and work towards acceptance of their mental health condition. The group empowers women themselves to lead lives that consist of setting personal and professional goals, while excelling in an environment that is both encouraging and empowering.

Why Funding is required: The Bipolar Babe Women's Support Group was established in July 2012 in response to community demand. It has since exceeded expectations and is at its maximum capacity. The total budget for the Group is \$16,032 annually and funding is required to continue the personnel leadership of the group and fund program requirements as outlined in the budget for the next 12 months. We want to continue this successful and sustainable program and have it remain as part of the Bipolar Disorder Society of BC's impactful programming.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 7: Facilitate Social Inclusion and Community Wellness.

Our Bipolar Babe Women's Support Group aligns primarily with The City of Victoria's Strategic Plan to Facilitate Social Inclusion and Community Wellness.

The Program is key in directly helping and offering tools to women facing any mental health challenges by encouraging the individuals to help themselves by providing them with a valuable peer support group system. Such support significantly and positively impacts the mental health and well-being of the community as a whole as members re-integrate with family, the workplace and the community.

Predicted Outcomes:

Build self-esteem and promote a healthy lifestyle for women with any mental illness by mentoring and positive socializing through interaction among the group to enhance their quality of life.

- Provide assistance in obtaining access to community resources and support facilities, such as collaborating non-profit services, psychiatrists, the health care system with services such as Cognitive Behavioural Therapy (CBT) and access to Social Assistance for Persons with Disabilities. Facilitators provide guidance and follow-up with the members in accessing these resources. Mental illness often creates economic hardship and the assistance of the group works to ensure that the members do not become homeless.
- Prepare women to become productive members of the Community with one-on-one mentoring to help them to access opportunities for higher education and job opportunities.

Measurable indicators:

- Individual group members have gained the self-confidence to develop their own personal mental health plan to manage their mental illness and share this with the Facilitator. The group is also given an annual survey to complete, which evaluates the effectiveness of the group.
- Members have become role models with a healthy lifestyle that avoids the misuse of medications, drugs and alcohol. Group participants are generally very open and honest with the Facilitator and peer group members share their personal stories of accessing resources and personal progress.
- A number of members of our group have moved on from group participation to become Facilitators and Co-Facilitators for the group. Many enter the group feeling overwhelmed, powerless, and lost, but many of these women eventually embrace self-sufficiency, employment and apply self-management strategies learned at the group to prosper in their daily lives.

Objective 2: Engage and Empower the Community

Our Bipolar Babe Women's Support Group also aligns with the City of Victoria's Strategic Plan to Engage and Empower the Community.

The entire goal of the group is for participants to engage in their community and set them up with tools for success and assist them in their own self-empowerment.

The group has been running since July 2012 and has been sustained through funding each year from our generous donors. The Budget for 2015-2016 is \$16,032 and the Society continues to need support to sustain the Program. This will assist the Society to continue to build its capacity and to empower our Facilitators to continue to lead and implement the Program..



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How many will benefit from the project or program? 30 adult women Percentage of Greater Victoria Residents? 85%

Who is your target audience? Adult women (age 25 and up) struggling with a mental health condition such as bipolar disorder, schizophrenia, anxiety and/or depression, etc.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 16,032 Amount Requested \$ 9,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0%

How much is the organization contributing to this project or program? \$ 1,032 (pending Society event)

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Provincial Employees Community Services fund	Frances Gorman	250-356-1736	\$1,500
TELUS	Kathy Baan	250-388-8150	\$4,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount



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Grand Total of Other Funding Sources \$ 5,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

Our 2015-2016 Budget is predicated on 50 weekly 90-minute sessions of the Bipolar Babe Women's Support Group to 30 participants based on receiving full funding. In the event of funding shortfall some scaling back of the number of these presentations may result.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From July 1, 2015 June 30, 2016

To: June 30, 2016

Project or program location: Quadra Village Community Centre, 901 Kings Rd, Victoria, BC V8T 1W5 (250) 388-7696

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Preparation of content for Sessions by Executive Director and Facilitators
1 July 2015	Start of Peer Support Sessions, Tuesdays 7:00 to 8:30
Ongoing	Follow-up- with all members of the Group outside of the weekly session as required to assist them with accessing Community resources and resource facilities as well as with resumes and preparation for job interviews, etc. Maintaining each participant's <i>Mental Health Crisis Plan</i> to ensure that group members are operating in a safe environment and providing the information necessary if a crisis were to occur.
June 2016	Members of Group fill out the Bipolar Babe Women's Support Group Survey to help the Society determine effectiveness and program improvement.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2

Total volunteer hours required: 20 _____

Can the project or program occur without volunteer support?

☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☐ ☒ Website

☐ ☒ Social Media

☐ Sponsor Plaque

☐ Other _

☐ Newspaper Advertisement

☐ ☒ Newsletter

☐ ☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:



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- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

A handwritten signature in black ink, appearing to read "A. Paquette".

Position: Executive Director_____

Name: Andrea Paquette_____

Date: June 26, 2015_____

Women's Adult Support Group	
Program Delivery Personnel	3,300
Program Delivery: Preparation & Follow-up	7,500
Presenter Development & Training	0
Educational Material, Handouts	200
Room Rental	1,200
Refreshments for participants	300
Program Insurance	500
Travel/Mileage	150
Evaluation	200
Office Supplies copy & telephone	300
Print & Promotion	300
Total Women's Support Group	13,950



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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Burnside Gorge Community Association (BGCA)

Mailing Address: 471 Cecelia Road

Contact Person: Suzanne Cole

Email: Suzanne@burnsidegorge.ca

Telephone: 250-388-5251 ext 238

Website: www.burnsidegorge.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0027918

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 13526 1972 RR0001

Organization mission/mandate

The purpose of the Burnside Gorge Community Association is to lead, promote and support prevention and intervention based initiatives which encourage healthy, inclusive, and socially just living. This is accomplished through:

- Engaging and consulting with our communities concerning issues and developments important to the lives of residents
- Providing a continuum of high quality programs and supports that strengthen the lives of children, youth and families in Greater Victoria
- Establishing, promoting and operating facilities that provide public amenities to benefit the community
- Fostering community connections and a sense of community pride through community celebrations and initiatives
- Advocating in the best interest of community residents and ensuring a representative voice for all those we serve
- Being a model employer

Brief history and role in benefitting residents of Greater Victoria

Founded in 1991 in response to community need, the Burnside Gorge Community Association (BGCA) began providing child care, family support, and recreation services to residents of the Burnside Gorge neighborhood. Programs and services grew rapidly and since 2002 the BGCA has operated a full continuum of support services to children, youth and families throughout Greater Victoria and the Capital Regional District, including: a range of childcare programs for ages 3.5 to 11; a range of community and school based youth & family services; housing and asset development supports for youth and families; community recreation and special events for all ages; and a variety of community development initiatives. BGCA is a recognized leader in providing supports to vulnerable populations with a strong reputation for a high level of fiscal accountability and program success.

How many paid staff at organization? Full Time: 25

Part Time: 27

How many volunteer staff at organization? 0

Total volunteer hours: 0



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 2,438,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Province of BC	\$490,512	Social service programs: Homeless Family Outreach; C'nex High Risk Parenting Program, Early Childhood Development, Youth Drop In, Seniors Lunch and Learn, Child Care Programs
Foundations/ Corporate Funds	\$181,000	Financial Literacy and Asset Development Program, Youth Self Sufficiency (for transitioning youth), Community Newsletter and Development Projects.
Fees	\$381,000	Preschool, Out of School Care, Winter and Summer Camp, Recreation Programs
School District #61	\$309,110	School based Youth and Family Counselling, Community School Programs for vulnerable children.
City of Victoria/Authorities	\$111,500	Youth and Adult Recreation programming; Association meetings, Youth Outreach
Government of Canada	\$29,400	Early Childhood Education, Summer student positions for licensed and unlicensed camps.
Community Donations	\$55,000	Rental supplements, Christmas hampers, youth drop in and recreation, weekly community dinner, food cards and supplies for low income families

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Self Sufficiency (YSS)

Brief description of the project or program and why the grant is needed.

Youth Self Sufficiency supports youth who are in foster care, on Youth Agreements, or entirely without supports as they transition into adulthood. Working with youth aged 17-19 for up to three years YSS takes an asset based approach encompassing the following areas: housing, employment, education, relationship and trust building, life skills, identity and emotional healing. Through one on one work with a Youth Advisor and through participation in various group workshops, youth will: identify their goals and make actions plans to achieve those goals; gain budgeting and other financial literacy skills; learn how to shop and cook to promote healthy living; gain knowledge and skills related to tenancy rights and responsibilities; acquire employment related skills and/or continue their education; identify and connect with community resources; and successfully transition to adulthood.

At the age of 19, youth receiving service through the Ministry of Children and Family Development "age out" of care and lose that support. Many do not have the experience, skills and networks necessary to succeed in the adult world. The Victoria Coalition to End Homelessness has identified these youth as high risk of becoming part of the homeless population. There is also no assistance currently available for those youth living independently without supports to make the transition to adulthood.

Burnside Gorge Community Association has extensive experience working with youth whose lives are damaged as a consequence of the recognized gap in services for vulnerable youth while they transition into adulthood. The YSS program bridges that gap, providing youth with the tools needed to become self-reliant adults. YSS reduces risk factors for these youth providing them with the resources to make plans and decisions to positively impact their lives. Youth learn how to make smart, healthy decisions and access the skills and tools (such as housing readiness and spending plans) necessary for a successful future.

Does this project or program impact public space? ☐ Yes ☒ No



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2015 Strategic Plan Grant Application Form

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

One of the mandates of Youth Self Sufficiency (YSS) is to engage youth and connect them to the broader community to improve health and wellness outcomes in all domains of their lives. Bridging both Strategic Plan objectives mentioned below, YSS develops capacity in youth through engagement and relationship building so they may identify their needs, create goals and action plans to meet those needs and finally identify and connect with the community resources that can assist them in being successful.

Engage and Empower the Community - This demographic of youth are historically disconnected from community and difficult to engage. The participatory nature of YSS allows youth to provide input on ongoing program delivery and details such as timing of groups and workshop topics are directed by youth. Youth participate in the program's evaluation through surveys and information sharing with Advisors and evaluators. This inclusion and capacity building lays the groundwork for broader civic engagement. YSS respects youth, their feedback into process and outcomes and helps youth grow, building trust and meaningful relationships.

Facilitate Social Inclusion and Community Wellness - Youth transitioning out of care are at high risk for homelessness. The Victoria Coalition to End Homelessness has identified these youth as high risk of becoming part of the homeless population. The foundation of YSS is built upon the premise of relational permanency for transitioning youth. For many youth, the connections that are developed with the Youth Advisors and with the larger community are a new experience and deeply valued by the youth. The feeling of belonging with each other and within the community is crucial to addressing barriers to success such as physical and mental health as well as meeting of basic needs.

How many will benefit from the project or program? 30

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth transitioning to adulthood from government care, Youth agreements or entirely without supports



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 150,305 Amount Requested \$ 8,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$4,220

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Homelessness Partnering Strategy (Government of Canada)	Gina Dolinsky	250-360-3319	\$32,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Coast Capital Foundation	Maureen Young	250-483-8779	\$25,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Burnside Gorge Community Association	Suzanne Cole	250-388-5251	\$4220
Community Social Planning Council	Dibya Shrestha	250-383-6166	\$506

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Victoria Foundation	Carol Hall	250-381-5532	\$25,000
United Way	Lee Anne Davies	250-385-6708	\$45,000
Community Donations			\$10,000

Grand Total of Other Funding Sources \$141,726



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2015 Strategic Plan Grant Application Form

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If full funding is not attainable, there will be adjustments to: staff hours - consequently impacting the number of youth who will be able to participate; financial resources - IDA funds and dollars to provide youth with rental supplements may be reduced or limited plan.

BGCA is committed to using the success of the pilot program evaluation and the continued success of this three year program to lobby for secure long term funding from government and other funders.

Through continued evaluation and monitoring of youth outcomes and successes, the goal is to gather continued support and funding from both government and non-government agencies, as well as community, to ensure that resources that assist youth in improving their self sufficiency remain funded and accessible to youth through the three year cycle of the Program.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: January 2015 To: December 2015

Project or program location: Burnside Gorge Community Centre

Project or program timeline and major milestones.

Date	Milestone
Jan – Dec 2015	Youth Advisory Committee recruitment and meetings – comprised of youth who have transitioned to adulthood from government care without supports
Jan – Dec 2015, repeated every three to four months	Intake and Colour Wheel Assessment – Youth complete a colour wheel with identified support people. Key domains impacting youth's success are discussed and color coded. Domains are: Housing and Money Management; Daily Living Skills; Education; Employment; Family Relationships; Social Relationships; Health; Communication; Community Connection; and Identity.
Feb - March 2015 and Sept - Oct 2015, weekly for six weeks	Ready To Rent Workshops - education and skills to find and maintain housing Financial Literacy Training - budgeting, relationships with money, understanding debt
Jan - Dec 2015	One on one work with Youth Advisors to stabilize youth, set goals and actions plans as well as to review plans. Advisors assist youth in getting the financial and other resources needed to meet their goals.
April - June, weekly	Skill building workshops -Food Skills workshops - how to shop for and prepare healthy food on a budget -Employment Skills Training - resume & cover letter writing, interview skills, job market research skills
July - August, held weekly	Group Outings - outdoor relationship building exercises; community building
December 2015	Program Evaluation

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0

Total volunteer hours required: 0

Can the project or program occur without volunteer support?

☒ Yes ☐ No



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SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other: Program flyers and brochures | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Suzanne L. Cole Position: Executive Director
Name: Suzanne L. Cole Date: June 23, 2015

Youth Self Sufficiency - Program Budget – 2015

Estimated Revenues:

Sources of Funding	Amount (\$)	Cash/In-Kind	Confirmed/Potential?
Homelessness Partnering Strategy	\$32,000	Cash	Confirmed
Victoria Foundation	\$25,000	Cash	Confirmed
United Way of Greater Victoria	\$45,000	Cash	Confirmed
City of Victoria	\$8,500	Cash	Potential
Coast Capital Savings	\$25,000	Cash	Confirmed
Donations	\$10,000	Cash	Confirmed
Burnside Gorge Community Association	\$4,220	In kind	Confirmed
Community Social Planning Council (2 for 1 bus tickets)	\$506	In kind	Confirmed
Total Revenues:	\$150,226		

Estimated expenses:

Detailed Item Description	Total Cost	\$ Requested from City of Victoria
Human Resources: Youth Advisor-35 hrs/week x \$22.50/hr x emp. Costs + \$4,500 benefits = \$49,336 Youth Advisor -18hrs/wk x \$21/hr x emp. costs x 9 months = \$16,806 Supervision – 7 hrs/week x \$26/hr x emp. Costs + \$ 900 benefits = \$11,216 Youth Advisory Council Honorariums - \$20/mo per youth (8 youth) x 9 months = \$1,440	\$78,798	\$4,500
Materials and Supplies: Workshop/Instructor Fees, Honoraria and Supplies = \$1,600 One-on-one support materials: tools to assist with youth functioning - \$80/youth x 20 = \$1,600 Cell phones - \$90/month x 9 months = \$810 Food - groceries, groups, drop in, youth meetings (\$150/mo x 9 months) = \$ 1350 Equipment and Furniture – computer, desk, flipcharts = \$1,000	\$ 6,360	\$1,200
Financial Resources For Youth Flexible Dollars – to meet youths needs and accomplish goals (\$240/youth x 30 youth) = \$7,200 Housing Set up Costs (damage deposit, etc) - 10 youth x \$250 = \$2,500 Housing Related Supplies (furniture, dishes, cleaning) – 20 youth x \$350 = \$7,000 Re-Housing costs – 5 youth x \$250 = \$1,250 Rental supplements for youth – 100 rental supplements @ \$100 = \$10,000 <i>(Amount and duration of each rental supplement can be based on unique and individual needs of the youth))</i>	\$27,950	\$1,525
Individual Development Accounts (For those youth who have the ability to save a small amount of money each month; at the end of the program it will be matched 2.5 times) 10x\$20/monthx12months	\$6,000	
Transportation: Transit Tickets – \$15/sheet x 30 (youth) + 22.50/sheet x 25 (adult) = \$1,012 Staff Mileage – 300kms/month x .45cents per km = \$1,620	\$2,632	
Facilities: Room rental: workshops; groups; interviews; meetings - \$35/hrx100 hours (BGCA In Kind)	\$3,500	
Promotion: Program promotion on website and newsletter – BGCA in kind (30hrs x \$24 incl. emp.costs)	\$720	
Evaluation Costs: Third Party Evaluation – \$60/hr x40 hrs + gst (interviews; focus groups; data analysis)	\$2,520	
Administration: 15% of total cash budget: communications, front desk support, finance, IT support ; janitorial	\$ 21,825	\$1,275
Total Expenses:	\$150,305	This Request: \$ 8,500



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2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Rachel O'Neill

Telephone: 250-388-5251

Mailing Address: 471 Cecelia Road

Email: rachel@burnsidegorge.ca

Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Burnside Gorge Community Association

Mailing Address: 471 Cecelia Road, Victoria BC, V8T 4T4

Contact Person: Rachel O'Neill

Email: rachel@burnsidegorge.ca

Telephone: 250-388-5251

Registered under the *Society Act* or *registered Charity*? ☒ Yes ☐ No Society/Charity Registration Number: 13526 1972 RR0001

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Cecelia Ravine Community Gardens

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

Cecelia Ravine Community Gardens support the stewardship of public spaces and food systems through the provision of 23 plots rented to community members and two plots designated for community groups. In 2013, two large berms were installed and planted with edible trees and shrubs to increase public access to local food production.

Cecelia Ravine Community Garden would like to build additional beds around a newly installed fence to increase food systems for public access and attract pollinating insects. This would increase the amount of harvest available for the public and improve the sustainability of locally grown food. This will also add to neighbourhood beautification.

How many people will benefit from the project or program? 3,000

Percentage of Greater Victoria Residents? 100%

What target audience will benefit? Gardeners, residents, visitors

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$1,200

Amount Requested \$500

How much is the organization contributing? \$250

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: March 2015

Expected Completion Date: December 2015

Project or program Location: Cecelia Ravine Park

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10

Total volunteer hours required: 30

Can the project or program occur without volunteer support? ☐ Yes ☒ No



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SECTION 7. PUBLIC ACKNOWLEDGEMENT

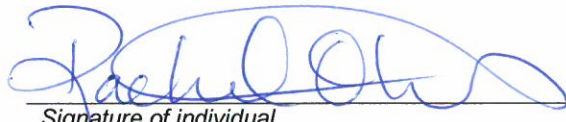
All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

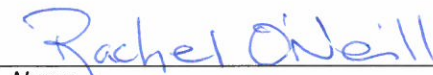
- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 8. DECLARATION


I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

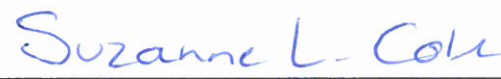

Signature of individual



Name

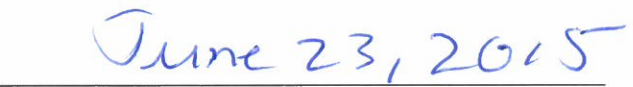

Relationship to support organization (if applicable)


Date


Signature of authorized officer of support organization


Name


Position


Date

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Central Middle School PAC c/o SD61

Mailing Address: 1280 Fort Street, Victoria, BC, V8V3L2

Contact Person: Kathie Cross

Email: kcross@sd61.bc.ca (wk) Kathie@shaw.ca (hm)

Telephone: 250-386-3591 (wk) 250-888-9496 (cell)

Website: _____

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☒ No

Society Registration Number: _____

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 106799927RR0001

Organization mission/mandate

CMS PAC, in coordination with the school organization is committed to enhancing the academic achievement, social development, emotional wellbeing, and physical health of the students at Central. We work collaboratively to ensure that the students and community at Central have resources and opportunities that help them develop as optimally as possible.

Brief history and role in benefitting residents of Greater Victoria

Established in 1853, Central is the longest standing educational site east of Winnipeg and north of San Francisco. We have 540 students with 47% living in poverty. We serve the children of 2 socio-economic populations within the City – those from relative affluence and those from circumstances of poverty. We aim to develop each students potential to the best of their ability. We have a long history of working with aboriginal and immigrant students/families.

How many paid staff at organization? Full Time: 55 Part Time: 10

How many volunteer staff at organization? 40-50 Total volunteer hours: thousands!!

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$80,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Grants specific to projects		Enhancing playground facilities to promote health and wellbeing and to create a healthier school environment.

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
2015 Strategic Plan Grant
Application Form

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Naturalized Playspace

Brief description of the project or program and why the grant is needed.

Our Project is a rain garden and greening of our playground. We have the funding for Stage 1 of the project (Naturalized playground and a bike lane). Stage 2 is the planting of 27 large caliper trees and the establishing of a rain garden with various types of shrubs, grasses and sedges. The grant is needed to allow for the purchase and planting of the trees and plants for the rain garden.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Make Victoria More Affordable | |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The rain garden will allow us to manage water that accumulates on our paved area at the front of the school and which currently impacts on the safety of the bike corridor. The rain garden is a steward water system that keeps surface water on our property responsibly. With the 2 outdoor classroom spaces in this project, educating our students about the necessity and value of caring for our environment will become part of our everyday culture. The planting of 27 trees on our property enhances the naturalized playground – the purpose of which is to facilitate social inclusion and community wellness. This project aims to mitigate the negative impacts of stress and anxiety by increasing access to natural environments. The value of trees is well documented – they are essential for our physical and mental health. Currently our field has no trees in the area that children play and gather. It is crucial that we add trees to this environment to provide shade and to create a welcoming and inclusive environment that reflects the value system of our school. Because we are “central-ly” located, our grounds are well-used during non-school hours by the general community. We believe the addition of 27 trees creates an “urban forest” within the boundaries of the City of Victoria and that this will become a destination for many residents.

How many will benefit from the project or program? 15000

Percentage of Greater Victoria Residents? 1%

Who is your target audience? The naturalized playground is on the field at Central Middle School so our immediate target audience is the 540 students who attend the school. Of course, their families are directly impacted as they also access the facility. During non-school time the field is well utilized by teams and the general public continuously so we are considering the larger community in our vision of this project. Outside of school hours our field and playground is very popular with local families, sports teams and clubs.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$21,963.70 Amount Requested \$17,663.70

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$2000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Toyota Evergreen	Lauren Roberts	416-596-1495 (ext 310)	\$1200.00

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
Private donation	Anonymous (donors request)		\$1100.00

Grand Total of Other Funding Sources \$ 2300.00

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We will plant all of the shrubs/grasses in the rain garden and as many trees that the funding will allow.



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 11, 2015 To: September 7, 2015

Project or program location: 1280 Fort Street, Victoria, BC, V8V3L2

Project or program timeline and major milestones.

Date	Milestone
July 11, 2015	Excavation
July 13 – August 28	Construction
Sept 7, 2015	Opening

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 80

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>School sign</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Kathie Cross

Position: Youth & Family Counsellor

Name: Kathie Cross

Date: June 22, 2015

Canada Revenue Agency
Agence du revenu
du Canada

Canada

[Charities and Giving](#) > [Charities Listings](#) > [Search](#)

Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

The Board of Education of School District No. 61 (Greater Victoria)

BN/Registration Number: 106799927RR0001
Charity Status: Registered
Effective Date of Status: 1985-07-01
Sanction: N/A
Language of Correspondence: English
Designation Description: Charitable Organization
Charity Type: Education
Category: Teaching Institutions or Institutions of Learning
Address: 556 BOLESKINE RD.
City: VICTORIA
Province/Territory/Other: BRITISH COLUMBIA
Country: CA
Postal Code/Zip Code: V8Z1E8
Charity Email Address: N/A
Charity Web site Address: WWW.SD61.BC.CA

Registered Charity Information Return: [T3010 Return](#)

Links to Web sites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-GoC sites that are not subject to the *Official Languages Act* and to which the CRA links, may be available only in the language(s) used by the sites in question.

[New search](#)

Date Modified: 2013-06-26



200 -524 Culduthel Road
Victoria, BC, V8Z 1G1
p 250.412-2891

Natural Playground at Central Middle School

Planting costs, as per landscape drawings, May 28, 2015

Plants (Includes bed / pit preparation, planting, staking & mulch finish for nursery stock)

TREES, SHRUBS, GRASSES AND SEDGES:	Qty.	Size	Unit Cost	Cost
Liquidambar styraciflua	27	5.0cm cal, b&b	\$ 450.00	\$ 12,150.00
Carex obnupta	26	#1 pot	\$ 10.00	\$ 260.00
Cistus x pulverulentus 'Sunset'	10	#2 pot	\$ 20.00	\$ 200.00
Cornus sanguinea 'Midwinter Fire'	9	#1 pot	\$ 10.00	\$ 90.00
Iris sibirica	6	#1 pot	\$ 10.00	\$ 60.00
Juncus 'Carmen's Grey'	18	Sp3	\$ 5.00	\$ 90.00
Lonicera pileata	32	#1 pot	\$ 10.00	\$ 320.00
Mahonia aquifolium	4	#2 pot	\$ 20.00	\$ 80.00
Miscanthus sinensis 'Adagio'	7	#1 pot	\$ 10.00	\$ 70.00
Spiraea japonica 'Little Princess'	20	#1 pot	\$ 10.00	\$ 200.00
Symphoricarpos alba	44	#1 pot	\$ 10.00	\$ 440.00
Sub-Total				\$ 13,960.00

denotes native plants on Evergreen's List

SOIL, MULCH, & GRASS:	Qty.	Units	Avg/unit cost	Cost
Growing Medium Planting Areas (300 mm Imported Growing Medium)	79	sq. m.	\$ 40.00	\$ 3,160.00
Growing Medium - Rain Garden (450 mm Imported Growing Medium)	39	sq. m.	\$ 50.00	\$ 1,950.00
Tree Mulch Rings (50 mm dep.)	20	sq. m.	\$ 6.50	\$ 130.00
Mulch Planted Areas (50 mm dep.)	118	sq. m.	\$ 6.50	\$ 767.00
Sub-Total				\$ 6,007.00

SUBTOTAL	\$	19,967.00
CONTINGENCY (10%)	\$	1,996.70
Total Estimate for Onsite Landscaping:	\$	21,963.70

date: June 19,2014

prepared by Scott Murdoch, RLA

Central Middle School PAC
Income / Expense
For Year-Ended 8/31/14

INCOME	
Fundraising Income	12,807.91
Gaming Income	10,580.00
Interest Income	19.05
TOTAL INCOME	23,406.96
EXPENSES	
Advertising	55.45
Bank Charge	10.00
Christmas Hampers	944.70
Enrichments	1,125.00
Field Trips	2,684.88
Fun Day	602.70
Fundraising	6,041.62
Library	1,784.00
Miscellaneous	234.86
Musical	500.00
PAC Admin	65.07
Staff Appreciation	563.36
Wishlist	4,424.09
TOTAL EXPENSES	19,035.73
OVERALL TOTAL	4,371.23

Janet Hawkins

From: Cross, Kathie <kcross@sd61.bc.ca>
Sent: Tuesday, Jul 21, 2015 5:27 PM
To: Public Hearings
Cc: Cross, Kathie
Subject: Answers to City of Victoria Councils' Questions - from Central Middle School

From: Public Hearings <PublicHearings@victoria.ca>
Sent: Thursday, July 16, 2015 3:13 PM
To: Cross, Kathie
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Central Middle School

1. Is your committee open to engaging with Fernwood and Rockland Neighbourhood Associations to determine how these improvements may have a general community benefit? (E.g.: use of greenways after school hours).

Our Committee is definitely willing and excited to engage with Fernwood and Rockland Neighbourhood Associations to explore how these improvements will impact on the general community. We have partnered with both Associations previously for the first part of this project and the only reason we didn't contact them about this particular aspect is due to time constraints. We only became aware of this funding opportunity at the beginning of June and so wanted to get our application for City of Victoria assistance in as quickly as possible. We experience that the school grounds are well used during non-school times but expect that this project will significantly enhance community usage. We are happy to involve both Neighbourhoods Associations and hope they will participate in our grand opening ceremony.

2. Is there a potential for the School District to make a contribution for this project?

The budget for the Naturalized Playspace in its entirety is \$75,000. The School District has contributed to the project as a whole. Fundraising for this cutting edge project has been a struggle because it is one of the first naturalized playgrounds at a school and many funders (as well as the School District until we started this project) are unfamiliar with this type of concept and the many health and wellness benefits it can provide. Funds committed by the School District have been used in earlier parts of the project that funders typically do not want to fund such as professional design studies. Additionally they have contributed countless hours in helping us vision the specifics of the project and in liaising between the school, the designer and the contractor. The School District will also make ongoing contributions for this project through their maintenance program.

3. A lot of your budget is for trees and the City has a nursery. Would an in-kind contribution from Parks be satisfactory?

We would welcome in-kind contributions by the City for any of the trees, plants or shrubs identified on the list submitted with our application. Also included with the application are many square metres of soil, mulches and other ground cover and we would also appreciate these types of supplies. Please note that the cost of the plants in our budget includes the cost of bed/pit preparation, delivery, planting, staking and mulch finish, so plants alone would only partially fulfill our request.



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Communica Dialogue and Resolution Services Society

Mailing Address: 102-2220 Sooke Rd. Victoria BC V9B 0G9

Contact Person: Kathleen Bellamano

Email: katb@communicabc.org

Telephone: 250-383-4412

Website: communicabc.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0011285

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 132 357 419 RR0001

Organization mission/mandate

Our Mission Statement: to assist individuals, groups and communities to manage difference to promote strong, healthy, sustainable relationships. Our Mandate is to provide timely, affordable conflict management and communication services and education. We emphasize relationship building and cultural awareness and partner with other community organizations to address community issues through collaborative approaches.

Brief history and role in benefitting residents of Greater Victoria

Established in 1974, Communica: Dialogue and Resolution Services Society (Formerly The South Island Dispute Resolution Centre) provides conflict management and communication courses and workshops, and dispute resolution services. In our 2013-2014 fiscal year, we have provided over 200 subsidized training seats and over 30 families with subsidized dispute resolution services.

How many paid staff at organization? Full Time: 3 Part Time: 0

How many volunteer staff at organization? 6 Total volunteer hours: 1000+

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$171,124

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Fee for Services	\$60,000	Operations, Subsidy funds, Programs.
Grants	\$95,000	Programs, Subsidy funds
Rent	\$6,000	Operations
Donations	\$2,000	Operations, Programs



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Client Services Program

Brief description of the project or program and why the grant is needed.

The Client Services Program is the central hub for all the services we provide to the community, it connects clients with appropriate services and process for their problem or dispute. The services we connect community members to are both those that are internal offered by Communicate and external services offered by other community serving organizations. The goal is that members of the community are accessing the service that is best suited to help. The program does this by providing coaching, advocacy, information and support (including legal information), and referrals to and from appropriate community services providers. All services provided to the community directly by the Client Services Program are provided completely free of charge. Should a client require mediation, arbitration, parenting coordination, training, or further coaching services the Client Services Program provides subsidies to either cover the cost of, or greatly reduce the price of these services. The program responds to and assists with 180-260 inquiries from the community per year. Currently the Client Services program is not able to meet the demand for these services, nor is it able to meet the demand for subsidies. The money requested from the City of Victoria will be used to meet the demand for services from the community.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program meets the strategic objectives of engage and empower the community and facilitate social inclusion and community wellness from the City of Victoria 2015-2018 strategic plan. The client services program is focused on helping community members access the services they need and help build their capacity to deal with difficult situations and relationships more effectively and in a constructive way. We actively engage community members through information sessions and outreach that we perform throughout Greater Victoria including a monthly information table at the western communities' provincial court house. Through the referral process we help connect members of the community to community resources and encourage inclusion across services sectors. By providing coaching, information, and support the program is able to promote community member's capacity to deal with difficult situation. Thereby empowering the community and increasing community wellness

How many will benefit from the project or program? 200-350 Percentage of Greater Victoria Residents? 100%

Who is your target audience? Members of the community in need of support dealing with difficult situations or relationships



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$83,550_____ Amount Requested \$10,000_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 6_____%

How much is the organization contributing to this project or program? \$\$22,000_____

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Community Gaming Grant			\$34,400
City of Colwood			\$2,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Notaries Foundation			\$15,000

Grand Total of Other Funding Sources \$73,400_____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If the desired level of funding is not achieved, it will result in Communicac not being able to meet the need for our services in the community. Services will be offered up to the amount of funding we are able to achieve.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 1, 2014 To: August 31, 2015

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
Nov. 30	Quarterly review
Feb. 28	Quarterly review
May 30	Quarterly review
Aug. 31	Quarterly review

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 600

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Bill Huzar

Position: Board President

Name: Bill Huzar

Date: June 26, 2015

[Canada.ca](#) [Services](#) [Departments](#) [Français](#)




[Canada Revenue Agency](#)

[Home](#) / [Charities and giving](#) / [Charities listings](#) / Quick View

Communica: Dialogue and Resolution Services Society - Quick View

[Charity's detail page](#)

Status	
 Registered	1982-04-01
Reporting periods	
<p>Quick View</p> <p>▸ 2014-08-31 ◀</p> <p>2013-08-31</p> <p>2012-08-31</p> <p>2011-08-31</p>	<p>Full View</p> <p>2014-08-31</p> <p>2013-08-31</p> <p>2012-08-31</p> <p>2011-08-31</p> <p>2010-08-31</p>

Registration no.: 132357419RR0001

Designation: [Charitable organization](#)

Web site: WWW.COMMUNICABC.ORG

Programs and activities:

Ongoing programs:

1. Provide conflict management/dispute resolution services; mediation, facilitation, coaching, arbitration, conciliation and negotiation and parenting coordination. 2. Offer training courses, workshop series in conflict management skill development, mediation, negotiation and co... [Read more](#)

New programs:

Parenting coordination (new in part 1 above)

Revenue



Receipted donations \$195,000 (61%)

Non-receipted donations \$981 (0%)

Gifts from other charities (0%)

Government funding \$57,400 (18%)

All other revenue \$66,739 (21%)

Total revenue: \$320,120

Expenses



Charitable program \$89,318 (50%)

Management and administration \$55,166 (31%)

Fundraising \$22,157 (13%)

Political activities (0%)

Gifts to other registered charities and qualified donees (0%)

Other \$10,507 (6%)

Total expenses: \$177,148

Compensation

Total compensation for all positions \$113,024

Full-time employees 3

Part-time employees 1

Professional and consulting fees \$5,484

Ten highest compensated full-time positions

\$40,000 - \$79,999	1
Less than \$40,000	2

Additional information

[Amending the T3010 information return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Directors and trustees worksheet](#)

[Return to search results](#)

[New search](#)

Related links

[How do I choose the right charity?](#)

[Contact the CRA Charities Directorate](#)

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[Videos and recorded webinars for donors and charities](#)

Date modified:

2015-01-28

Financial Statements of

**COMMUNICA: DIALOGUE AND
RESOLUTION SERVICES SOCIETY**

**For the year ending August 31, 2014
(Unaudited) – See Notice to Reader**



Notice to Reader

We have prepared the accompanying financial statements of COMMUNICA DIALOGUE AND RESOLUTION SERVIC for the year ending 08-31-14 from the books and records of the corporation and from other information supplied to us by management. We have not performed an audit, a review or a verification of the information contained in such books records or otherwise supplied to us for accuracy or completeness. Accordingly, we do not express any opinion in respect of such statements.

In accordance with the terms of our engagement these statements have been prepared solely for use by management.

COMMUNICA DIALOGUE AND RESOLUTION SERVICE
102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

BALANCE SHEET
08/31/14

ASSETS

CURRENT ASSETS

CASH

CASH AT COAST CAP	40
PETTY CASH	50
ROYAL BANK	131
VAN CITY SHARES	76
COAST CAP SHARE	5
VAN CITY GAMING	645

TOTAL CASH	947
PREPAIDS	840
DUE FROM GOV'T AGENCY	159

TOTAL CURRENT ASSETS 1,946

FIXED ASSETS

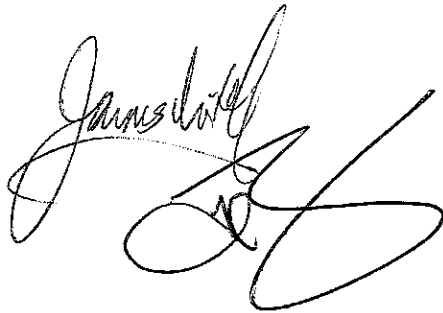
BUILDING	206,187
AMORTIZATION - BUILDING	(41,399)
LAND	107,384
COMPUTERS	13,614
DEPRECIATION - COMPUTERS	(8,742)
FURNITURE & FIXTURES	7,657
DEPRECIATION - FURNITURE	(4,145)

TOTAL FIXED ASSETS 280,556

OTHER ASSETS

TOTAL OTHER ASSETS 0

TOTAL ASSETS 282,502



COMMUNICA DIALOGUE AND RESOLUTION SERVICE
102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

BALANCE SHEET
08/31/14

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES

BANK INDEBTEDNESS

145

TOTAL CURRENT LIABILITIES

145

LONG-TERM LIABILITIES

MORTGAGE PAYABLE

116,072

TOTAL LONG-TERM LIABILITIES

116,072

TOTAL LIABILITIES

116,217

STOCKHOLDERS' EQUITY

OPENING NET ASSETS

23,312

NET INCOME YTD

142,973

CLOSING NET ASSETS

166,285

TOTAL STOCKHOLDERS' EQUITY

166,285

TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY

282,502

102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

STATEMENT OF OPERATIONS
For the 4th Quarter Ended 08/31/14

	CURRENT PERIOD	%	YEAR-TO-DATE	%
TRAINING PROGRAMS	(1,985)	-1.1	4,475	1.4
MEDIATION & CONTRACT SERV	(23,478)	-12.6	41,003	12.8
PROJECTS	15,393	8.3	15,393	4.8
GAMING	0	0.0	57,400	17.9
CASH DONATIONS	200	0.1	981	0.3
RENTAL	1,000	0.5	5,400	1.7
MEMBERSHIPS & OTHER	25	0.0	440	0.1
MISCELLANEOUS REVENUE	28	0.0	28	0.0
INTEREST INCOME	(12)	-0.0	0	0.0
DIVIDEND INCOME	(3)	0.0	0	0.0
GRANT	<u>195,000</u>	104.7	<u>195,000</u>	60.9
TOTAL INCOME	186,168	100.0	320,120	100.0
GROSS PROFIT	<u>186,168</u>	100.0	<u>320,120</u>	100.0

102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

STATEMENT OF OPERATIONS
For the 4th Quarter Ended 08/31/14

	CURRENT PERIOD	%	YEAR-TO-DATE	%
INCOME	186,168	100.0	320,120	100.0
COST OF GOODS SOLD	<u>0</u>	0.0	<u>0</u>	0.0
GROSS PROFIT	<u>186,168</u>	100.0	<u>320,120</u>	100.0
EXPENSES	CURRENT PERIOD	%	YEAR-TO-DATE	%
ADVERTISING & PROMOTIONS	125	0.1	6,519	2.0
DEPRECIATION/AMORTIZATION	9,505	5.1	9,505	3.0
FREIGHT & DELIVERY	(1)	0.0	0	0.0
GENERAL EXPENSE	(700)	-0.4	0	0.0
INSURANCE	0	0.0	909	0.3
INTEREST & CHARGES	487	0.3	5,748	1.8
LEASE EXPENSE	(337)	-0.2	0	0.0
LICENSE & TAXES	0	0.0	227	0.1
MEDIATION & CONTRACT SERV	2,577	1.4	22,672	7.1
MEMBERSHIPS	0	0.0	129	0.0
PAYROLL TAXES	(705)	-0.4	0	0.0
PROFESSIONAL SERVICES	(798)	-0.4	5,484	1.7
REPAIRS & MAINTENANCE	0	0.0	294	0.1
STRATA & RENTAL	233	0.1	2,658	0.8
SUPPLIES & OFFICE	687	0.4	6,867	2.2
UTILITIES & TELEPHONE	78	0.0	2,126	0.7
WAGES AND BENEFITS	<u>10,974</u>	5.9	<u>114,009</u>	35.6
TOTAL EXPENSES	<u>22,125</u>	11.9	<u>177,147</u>	55.3
INCOME FROM OPERATIONS	164,043	88.1	142,973	44.7
INCOME BEFORE TAXES	164,043	88.1	142,973	44.7
NET INCOME	<u>164,043</u>	88.1	<u>142,973</u>	44.7

Communica Client Services Program Budget September 1 2014 - August 31 2015

Revenue

Fee for services	\$22,000	Projected
Community Gaming Grant	\$34,400	Received
Notaries Foundation	\$15,000	Received
Colwood	\$2,000	Received
City of Victoria	\$10,000	Pending

Expenditure

Administration	\$5,000
Salaries and Benefits	\$35,000
Client Subsidy Funds	\$28,000
Materials and Equipment	\$1,600
Promotion and Marketing	\$900
Staff Training	\$500
Volunteer Training	\$750
Computer Leases/ Software	\$3,600
Rent and Utilities	\$7,200
Program Evaluation	\$1,000

TOTAL	\$83,400	Note 1
--------------	-----------------	--------

TOTAL	\$83,550
--------------	-----------------

Note 1 If funding levels are achieved over and above planned expenditure, the extra income will be used to expand services. In past years we have had demand that has far exceeded our available funding.

Janet Hawkins

From: Kathleen Bellamano <katb@communicabc.org>
Sent: Tuesday, Jul 21, 2015 12:23 PM
To: Public Hearings
Cc: Kathleen Bellamano; Mike Collyer
Subject: Re: Questions regarding your grant submission to Victoria Council

Here are the responses to the questions posed at the July 15th meeting. Thank you for this opportunity.

1. The money from the City of Victoria would support an expansion in the program. This expansion is due to increased demand and increased referrals from other community serving organizations providing services for high needs, marginalized families.
2. Last year we served approximately 150-200 individuals in the City of Victoria, which is about 55% of our client base.
3. Current budget for the program is 83,550, with \$22,000 funded through fee for service (Projected), \$34,400 Community Gaming Grant (Received), \$15,000 Notaries Foundation (Received), \$2,000 City of Colwood (Received), \$10,000 City of Victoria (Pending). Applications to other municipalities were not successful due to high demand for their funding or because we are not located in their municipality.

Thanks again for this opportunity.

Sincerely,

Kathleen Bellamano

Executive Director | Communica Dialogue and Resolution Services

From: Public Hearings <PublicHearings@victoria.ca>
Sent: Thursday, July 16, 2015 3:15 PM
To: Kathleen Bellamano
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Communica Dialogue and Resolution Services Society

1. You mentioned that this is an \$80,000 program which includes \$10,000 from the City. Is this annual operating dollars that the City would support?
2. How many people do you serve within the City of Victoria?
3. How much money do you get from other municipalities?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: #203-4475 Viewmont Avenue, Victoria, BC V8Z 6L8

Contact Person: Rupert Downing

Email: rupert@communitycouncil.ca

Telephone: 250-383-6166 ext 107

Website: www.communitycouncil.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? x ☐ Yes ☐ No

Society Registration Number: S-7300

Are you a registered Charity? x ☐ Yes ☐ No

Charity Registration Number: 106961683RR0001

Organization mission/mandate

The Community Social Planning Council leads social planning in BC's Capital Region, and creates innovative programs, resources and opportunities that contribute to sustainable social, cultural, economic and environmental conditions for all residents, particularly those who are most disadvantaged. We lead collaborative action to create solutions to community needs based on engagement with those most affected

Brief history and role in benefitting residents of Greater Victoria

The Community Social Planning Council (CSPC) was established in 1936 to unite community agencies in a coordinated response to the Great Depression. Since that time it has worked with the City of Victoria and its community agencies to identify emerging needs, organize collaborative responses to those needs and lead social innovation and community development initiatives informed by evidence of what works and why.

How many paid staff at organization? Full Time: 6

Part Time: _____

How many volunteers at organization? 120

Total volunteer hours: 14,400

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$800,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Foundations (local, national and provincial)	\$233,000	Programs directed to community economic development, poverty reduction, housing affordability and community sustainability
Local government contracts and grants	\$72,000	Social planning services to the core municipalities and the CRD
Government of BC	\$102,000	Labour market development partnerships
Membership and donations	\$17,000	Core costs



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2015 Strategic Plan Grant Application Form

Other (Research, Development and Planning Contracts)	\$166,000	Contracts for services
Transit Ticket Assistance Program	\$210,000	Program delivery

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Building Community Prosperity

Brief description of the project or program and why the grant is needed.

This project builds on our existing regional Community Action Plan on Poverty that unites organizations and sectors in planning and implementing collaborative initiatives to reduce and prevent poverty to enhance community prosperity, endorsed by municipalities, MPs, MLAs and a cross section of stakeholders throughout the region. We have leveraged over \$400k in investment from national and provincial sources to implement poverty reduction measures related to social finance for affordable housing, living wage employer certification, youth employment development, financial literacy and asset development. We are now proposing this grant to implement Victoria-specific poverty reduction and community prosperity engagement focused on municipal community partnership measures to reduce and prevent poverty that adapt best practices from across Canada that we have researched (e.g. Calgary, Edmonton, Winnipeg, Vancouver, Ottawa, Trois Rivières, Toronto, Hamilton, St. John).

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable | |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will implement a specific engagement strategy in the City of Victoria to enhance action on poverty reduction and prevention with a cross section of sector stakeholders, Municipal Council and staff to demonstrate leadership in creating an affordable, inclusive and prosperous community. Building on examples from other jurisdictions (such as the "Enough For All" Strategy in Calgary) we will: Hold a municipal session to position the City to innovate and lead in collaborative action and planning on shared prosperity across municipal departments informed by a Mayor from a city that is undertaking this work (e.g. Calgary, Edmonton). We will also brief Council and community stakeholders on best practices in local government and community strategies for creating shared prosperity across Canada, relevant to Victoria's economic development issues and challenges. We will hold a public forum in the City of Victoria on "Reducing Poverty – Building Community Prosperity" with the support of the Social Justice Studies Program of the University of Victoria, Faith in Action, Downtown Service Providers, the Coalition of Neighbourhood Houses, and other community organizations involved in the steering group of the Community Action



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**2015 Strategic Plan Grant
Application Form**

Plan on Poverty.

We will engage appropriate Council, business, and community stakeholders in specific discussions around procurement, social finance, neighbourhood approaches to facilitating economic development and social inclusion, the use of social enterprises to reduce and prevent poverty, and enhancing living wage employment. We will leverage our BC Government Labour Market Partnership funding for research on employment and skills development needs and opportunities to inform these discussions. <http://www.communitycouncil.ca/initiatives/LMP>

How many will benefit from the project or program? There are approximately 23,000 people living in poverty (with a median income below the Low Income Cut Off- \$20,00 annual income – NHS, Statistics Canada) in the City of Victoria. Many more live below the "Living Wage".

Percentage of Greater Victoria Residents? 34% that live in poverty

Who is your target audience? All residents and sectors, including municipal council and staff, people with lived experience.



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**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$32,000_____ Amount Requested \$ 15,500_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: _____18%

How much is the organization contributing to this project or program? \$500_____

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
Uvic Social justice Program	Margo Matwych	250-721-6283	\$1,000
Vancouver Foundation	Dave Doig	604-688-2204	\$15,000

Grand Total of Other Funding Sources \$16,000_____

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We wont be able to implement a Victoria specific and municipal focused initiative without the funding.



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**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: March 2016

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
September 2015	Convene project advisory and agree program design
October 2015	Hold preliminary public forum on "Reducing Poverty – Building Community Prosperity"
October 2015	Invite Mayors Nenshi and Iveson, consult Council on dates and agenda
November 2015	Provide Council and disseminate to public best practice report on municipal and community action on reducing poverty and building shared prosperity.
January – March 2016	Hold municipal engagement session with Mayor(s) from other places on best practice strategy examples
January – March 2016	Hold public forum on community prosperity strategies with Mayor(s) from other places
January – March 2016	Hold workshops on specific components (e.g. procurement, social finance, social enterprises)

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 500

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Newspaper AdvertisementX

☐ Sponsor Plaque

☒ Newsletter

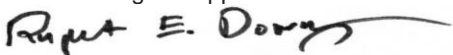
☒ Other Radio, Newspaper and TV coverage

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



Signature: _____

Position: Executive Director

Name: Rupert E. Downing

Date: June 19, 2015

**City of Victoria 2015 Strategic Plan Grant
Budget Expenditures**

	Budget	Requesting from City of Victoria
Revenue		
	\$32,000.00	\$15,500.00
Total Revenue	\$32,000.00	\$15,500.00
Expenses		
Wages	\$9,000.00	\$4,500.00
Event	\$500.00	\$250.00
Travel (travel; spk fees)	\$6,000.00	\$3,000.00
Communications	\$3,500.00	\$1,750.00
Professional Fee	\$9,000.00	\$4,500.00
Other (student stipends)	\$4,000.00	\$1,500.00
Total Expenses	\$32,000.00	\$15,500.00
Net Balance	\$0.00	\$0.00

Janet Hawkins

From: Marika Albert <marika@communitycouncil.ca>
Sent: Tuesday, Jul 21, 2015 4:04 PM
To: Public Hearings
Cc: Rupert Downing
Subject: RE: Question regarding your grant submission to Victoria Council

Hi Christine,

Rupert Downing, our Executive Director, has asked me to reply to the question. Here is our response to the question from Council regarding our application. I am happy to provide any further detail as needed.

Q: Will there be follow-up on actions related to the strategies identified in the application in terms of specific actions and outcomes?

A: Yes, there will be follow-up activities related to the specific actions and outcomes. Feedback gathered on suggested municipal/community partnership activities through the Reducing Poverty – Building Community Prosperity forum will be consolidated into concrete recommendations/actions and reviewed by the community-based steering committee for the Community Action Plan on Poverty (CAPP), and at smaller focus groups of forum participants and through other types of engagement activities as needed/identified. The actions, in the form of a concrete strategy for the City of Victoria, will also be available online for further input. Once input is gathered, the strategy will be further refined and then presented to Council with clear measurable outcomes attached to each action. The CAPP steering committee will monitor engagement with City of Victoria Council, and city policy and planning decisions to track implementation of the strategy. The activities arising from the strategy will also inform pre-planning for Victoria based community economic development projects. The CAPP steering committee will also monitor and report in on progress to Council's Strategic Planning review process

Thanks again,
Marika

Marika Albert, ext. 101

Program Manager, Poverty Prevention and Reduction Initiatives
Community Social Planning Council
Research - Insights - Solutions
203-4475 Viewmont Avenue, Victoria, BC V8Z 6L8
In the Pennbridge Professional Building, Royal Oak Plaza
Tel: (250) 383-6166 | Fax: (250) 479-9411

From: Rupert Downing
Sent: Thursday, July 16, 2015 7:58 PM
To: Marika Albert
Subject: Fw: Question regarding your grant submission to Victoria Council

Can you handle this ?

Thanks

Rupert Downing

Executive Director
Community Social Planning Council of Greater Victoria
#203-4475 Viewmont Ave.
Victoria, BC V8Z 6L8
Tel 250-383-6166 x 107
<http://www.communitycouncil.ca>

From: Public Hearings <PublicHearings@victoria.ca>
Sent: July 16, 2015 3:21 PM
To: Rupert Downing
Subject: Question regarding your grant submission to Victoria Council

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Community Social Planning Council of Greater Victoria

1. Will there be follow-up on actions related to the strategies identified in the application in terms of specific actions and outcomes?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 **F** 250.361.0348



How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Cook Street Village Activity Centre Society (New Horizons)_____

Mailing Address: 1-380 Cook Street, Victoria, BC, V8V 3Z7_____

Contact Person: Carl Turnbull_____ Email: info@cookstreetvillageactivitycentre.com_____

Telephone: 250-384-6542_____ Website: www.cookstreetvillageactivitycentre.com_____

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0013946_____

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 10737-1445-RP0001_____

Organization mission/mandate

To work in a positive manner to provide an environment for enjoyment and personal growth through community interaction that may lead to a meaningful, active, healthy, and rewarding life.

Brief history and role in benefitting residents of Greater Victoria

We have been an active part of our community for 39 years. We have always worked for the benefit of the community through providing social, educational, and recreational opportunities for adults.

How many paid staff at organization? Full Time: 1_____ Part Time: 5_____

How many volunteers staff at organization? 145_____ Total volunteer hours: Approx. 840 hours per month

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$233,000 (2014 accountant figures used for this section)

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Grants (including City Grant)	\$84,703	Kitchen, drop-in activities, special events, wellness services, wages, grant specific projects (one time only grants awarded in 2014) etc.
Programing	\$65,088	Drop-in, Wellness, Courses, and Workshops, instructor fees, special events,
Membership	\$13,216	Utilities, office supplies, wages
Rentals	\$28,727	Computer maintenance, insurance, wages,
Donations and Fundraising	\$10,388	Gardening, wages, professional fees, junk removal,
Food Service	\$25,190	Food and supplies for the kitchen, wages, food for events

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Boulevard Enhancement Project_____

Brief description of the project or program and why the grant is needed.



1 Centennial Square
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2015 Strategic Plan Grant Application Form

We are seeking funding for a community signboard, flower pots, paint, and table for the boulevard/bus stop immediately outside the front door of the Centre. The signboard will be used to advertise Centre activities and events as well as community events. We would also like to improve the entrance of our Centre with flowers pots by the front door, a contrasting colour for the pillars at the front of the building, move the bike rack, add a recycling can, and table for the new cement boulevard pad. This project will enhance public space, create more awareness of CSVAC, provide improved transportation options, and create a more welcoming and vibrant hub to our community. Meetings with Parks, Engineering and the Neighbourhood Coordinator have already taken place and permissions have been obtained to make these changes in the public realm. Public Works has already taken the first step towards this project by expanding the cement pad to accommodate the improvements.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The CSVAC will have a brighter, more welcoming entrance with a community board (Objective 8). The bike rack will encourage access to the centre and general village area by means other than car and the recycling can will provide green disposal of various materials (Objective 9) such as paper cups and similar materials. We would like to have the contents picked up when our weekly recycling is collected. The public will have greater access to information about CSVAC and the community through regularly updated information on the new community board (Objective 5 and Objective 7).

We are a public facility and our recreational, social, and educational programs have grown and changed through the years to meet the needs of our members and to encourage new members to join. This new signboard will allow us to more easily connect with the wider community as we work to find ways to better communicate with those who visit the village. We believe that as more people are aware of the opportunities at CSVAC they will be more inclined to participate and therefore increasing their social inclusion (Objective 7 in the Strategic Plan). We will use this signboard to highlight programs and events that we hope will appeal to diverse groups within the neighbourhood and through Victoria, such as our National Aboriginal Day, Hawaiian Lulu, Chinese New Year, Robbie Burns Day, and Tai Chi.

The Official Community Plan (OCP) speaks to the importance of providing transportation choices. We have noticed a shift to alternative forms of transportation such as an increased number of cyclists, bus and HandyDart users, and mobility aid users. We believe this will continue to increase through the coming years, and are also aware that most seniors will use their cars more consistently than other populations. With the improved bus stop it means that our members are no longer walking and rolling through mud to get to the Centre through the winter when using a bus or HandyDart. By looking towards the future we will be encouraging more environmentally savvy consumers to the Cook Street Village and compliments Objective 9 of the City's Strategic Plan.



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

By having a table for people to congregate, which builds cohesiveness and a sense of belonging through fun games they can borrow from CSVAC and will allow for greater use of public space.

We know that there is regular maintenance required to ensure that the Community Board and flower pots look their best. We will be 100% responsible for this work. We will also ensure that the information posted on the Community Board will be kept current. This board will be locked so any information that is posted will be done through our office and any outside group wishing to post their information will have to go through the Centre to obtain permission.

How many will benefit from the project or program? Approx. 32,000____ Percentage of Greater Victoria Residents? 95%

Who is your target audience? Victoria community, primarily adults and seniors_____

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$6,154____ Amount Requested \$3,640____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 12.5% (volunteer time)

How much is the organization contributing to this project or program? \$2,514 (includes the 12.5% volunteer time as shown above)____

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other: Volunteer Time

Organization Name	Contact Person	Phone Number	Amount
Judith Spice	Karen Henry	250-384-6542	5 hrs x \$15/hrs = \$75
Gardening Volunteers	Carol Turnbull	250-384-6542	6hrs x \$15/he = \$90

Grand Total of Other Funding Sources \$2,514____



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

The first priority for us is the Community Board (cost approximately \$2,700) followed by the rest of the boulevard improvement items

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 2015 To: December 2015

Project or program location: Cook Street Village

Project or program timeline and major milestones.

Date	Milestone
July	City to approve grant application
July	Planters, dirt, and plants purchased
July	Paint pillars
August	Order signboard, recycling can, table
September/October	Install signboard, recycling can, table and move bike rack
Ongoing	Maintenance of flower pots, and community board

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required:

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter – we have 2 newsletters |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other Digital screen boards, announcements at special events, discussion at Coffee with staff | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Carol Turnbull
Name: Carol Turnbull

Position: Administrative Manager
Date: June 23, 2015

Canada Revenue Agency
Agence du revenu
du Canada

Canada

[Charities and Giving](#) > [Charities Listings](#) > [Search](#)

Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY (NEW HORIZONS)

BN/Registration Number: 107371445RR0001
Charity status: Registered
Effective date of status: 1990-01-01
Sanction: N/A
Language of Correspondence: English
Designation Description: Charitable organization
Charity type: Benefits to the community & other
Category: Recreation, Playgrounds and Vacation Camps
Address: 1-380 COOK ST.
City: VICTORIA
Province/Territory/Other: BRITISH COLUMBIA
Country: CA
Postal code/Zip code: V8V3X7
Charity Email Address: INFO@COOKSTREETVILLAGEACTIVITYCENTRE.COM
Charity Web site Address: WWW.COOKSTREETVILLAGEACTIVITYCENTRE.COM

Registered Charity Information Return: [T3010 Return](#)

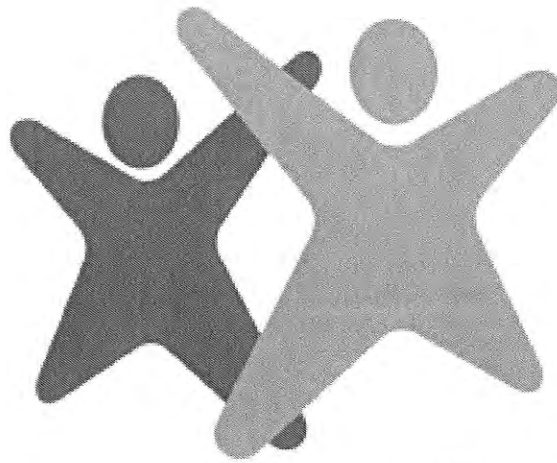
Links to Web sites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-GoC sites that are not subject to the *Official Languages Act* and to which the CRA links, may be available only in the language(s) used by the sites in question.

[New search](#)

Date Modified: 2014-07-30

February 2015 AGM Package

Cook Street Village Activity Centre Society (New Horizons)



cookstreetvillage
ACTIVITY CENTRE
Society (New Horizons)

**Cook Street Village Activity Centre
Annual General Meeting 2015**

Agenda Packet

1. Meeting Agenda
2. Minutes of AGM 2014 for approval
3. Financial Report for the year January 2014 to December 2014
4. New Business and Motions
5. Recommendation of Nominating Committee
6. The Slate of Officers for the Board of Directors

Annual General Meeting

February 20, 2015 – 1:00PM

Agenda

- | | |
|---|----------------------|
| 1. Welcome | Ivan Carlson |
| 2. Minutes of the last Annual General Meeting | Dale Oakes |
| 3. Year-end comments | Ivan Carlson |
| 4. Financial Report | Barry Sadler |
| 5. Appointment of the accountant | Barry Sadler |
| 6. Program/Volunteer Manager Report | Karen Henry |
| 7. Recognitions | |
| Volunteer of Distinction | Karen Henry |
| Staff | Barry Sadler |
| 8. Memorial Moment | Gillian Tucker |
| 9. Administrative Manager's Report | Carol Turnbull |
| 10. New Business | Ivan Carlson |
| 11. Questions and Answers | All Board & Managers |
| 12. Election of 2015 Board of Directors | Michael Lewis |
| 13. Closing Remarks and Adjournment | Ivan Carlson |

Slate of Nominees for Board of Directors

Members of the Board of Directors are elected for two year terms and can be on the Board for three consecutive terms. If a person would like to remain on the Board after two years they need to be re-elected at the AGM.

Murray Grant

I graduated high school in Winnipeg in 1971. Most of my work experience is in automotive service management. I have managed small auto repair shops and chain store service departments. I also have experience as a fixed operations manager, a parts department manager, and a body shop manager for a large automobile dealerships.

While I was working I took some CGA accounting courses and several sales courses. I also completed the Canadian Investment Funds Course in 2005. I retired in 2007 and my wife and I moved to Victoria in 2010.

When I retired I took up photography and have been fortunate enough to sell some of my work. I am self-taught in matting and framing pictures. I am now actively involved with our Kitchen Committee.

I have a good working knowledge of Microsoft Word and Excel. I am the President of the Townhouse Section of our strata and I am the Vice-President of the Common Section of our strata. I have been on the strata council for three years and enjoy working with others.

I look forward to working with you as my Mother, a founding member of the Centre, did for many years.

Caroline Houston

I have been retired for 10 years. My previous career was as a Health Care Worker. Travel has been my enjoyment since my retirement. I have visited Australia, China, Cuba, Fiji, New Zealand and the Mediterranean.

Growing up on the Isle of Wight, I appreciate islands. I emigrated to Canada in 1957. I enjoy regular symphony, theatre and movie outings. As I age, and my world gets smaller, I value companionship and social activities provided by the Cook Street Village Activity Centre. Therefore, if I can be of assistance in the Centre becoming a strong community outreach and enjoyment place. I would be pleased to do so. I have been a member of a Board, once before.

Diana Kozinuk

After being widowed in 2004, I set about disposing of our remaining business interests.

I left Cranbrook with a heavy heart and moved to Victoria to be closer to my daughters living here. I was walking up to the Village and noticed the Activity Centre. I asked if they had any exercise classes. I was made to feel very welcome by the Fun and Fitness group and have made it a part of my life ever since.

I have participated in many boards including being the president of my strata building, Rainbow Kitchen Society, and various Hospital Boards and Church Councils. I feel I can be an asset to the Board and give back to the Centre.

Bud Lum

With my knowledge and experience, I commit to serve people to the best of my ability and ensuring they are respected and valued members of our community. I have worked in a number of areas including the Crest Centre in Ontario, as a Program Manager at the St. Thomas-Elgin Association for Community Living, as a Teacher and Councillor through the Board of Education in North York, London, and Middlesex, a Planning Engineer at Canadian Industries in North York, as well as a Scheduling and Project Engineer for Ontario Hydro.

Janice Taylor

Born and raised in Saskatchewan, I lived in Alberta (Edmonton and Calgary) until I moved to BC in 1974.

My career history has been in all aspects of office duties with emphasis on secretarial, computer data entry, and accounting. A good portion of my working career was spent with Kelly Douglas Grocery Wholesale where I spent 20 years until the company downsized and closed all branches in BC. Through job transfers with this company I lived in Cranbrook, Penticton, Vancouver and Nanaimo. I then spent 5 years with BDO Dunwoody Chartered Accountants in Kelowna. My most recent job was in Penticton where I was employed for 7 years with SOS Security doing office administration and payroll. I retired in the fall of 2012 to move to Victoria.

I have been volunteering at the Cook Street Village Activity Centre as a front desk receptionist for the last 2 years, working Monday and Tuesday morning shifts. I very much enjoy working with our seniors.

I recently moved from the Cook Street area to Esquimalt, which I know I am going to enjoy. I have one adult son (Craig), who also lives in Victoria.

I would be pleased to serve on the Board of Director of this Centre.

Eleanor Ward

I graduated with an MSW from the University of Manitoba in 1966. My primary fields of practice were Child Protection and Hospital Social Work.

I was a Team Leader in the South Fraser area of the BC Ministry for Children and Families. Prior to that, I was the Manager of Social Work, McKellar General Hospital, Thunder Bay, Ontario for 16 years.

As part of my position in the hospital, I represented the hospital at the Thunder Bay Placement Coordination Services and chaired it for one year.

My volunteer experience was with the Kidney Foundation of Canada, as president of the Thunder Bay Branch and chair of the Ontario Patient Services Committee, Ontario Branch. I was also President of the Thunder Bay Branch of the Ontario Association of Professional Social Workers and represented the Branch on the Continuing Education Committee of the Ontario College of Social Workers.

I am retired and have been a member of Cook Street Village Activity Centre for 5 years. I was a member of the Membership Committee. Another committee member and I initiated the Volunteer of the Month recognition and I continue to chair this project. I also facilitate the Friendly Bridge group.

Overall, I have been drawn to participate in activities associated with my profession and with my employment. Now, I would like to contribute to the work of the Centre as a Board member. I bring knowledge and skills from my work and my volunteer experiences. I like to work in a collaborative, goal-directed context.

Current Member Standing For Re-election

Dale Oakes

Current Members That Do Not Need To Be Re-elected

Bev Ruhl

Judith Spice

Gillian Tucker

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY
Financial Statements
Year Ended December 31, 2014
(Unaudited - See Notice To Reader)

OBARA & COMPANY
CHARTERED ACCOUNTANTS
Practicing as a Professional Corporation

216-911 Yates Street
Victoria, B.C. V8V 4X3
Tel. 250-388-7879
Fax. 250-381-0808

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Cook Street Village Activity Centre Society as at December 31, 2014 and the statements of operations and changes in net assets 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.

Victoria, B.C.
February 17, 2015

Osborne & Company
CHARTERED ACCOUNTANTS

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Statement of Financial Position****December 31, 2014***(Unaudited - See Notice To Reader)*

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 31,331	\$ 55,166
Investments	46,304	15,870
GST/HST receivable	933	1,172
Accounts receivable	27	239
Prepaid expenses	1,861	1,820
	<u>80,456</u>	<u>74,267</u>
CAPITAL ASSETS (Note 3)	<u>20,393</u>	<u>25,435</u>
	<u>\$ 100,849</u>	<u>\$ 99,702</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 5,327	\$ 4,982
Deferred income	-	6,250
Deferred contributions related to capital assets (Note 4)	7,570	12,616
	<u>12,897</u>	<u>23,848</u>
NET ASSETS		
Unrestricted fund	<u>87,952</u>	<u>75,854</u>
	<u>\$ 100,849</u>	<u>\$ 99,702</u>

ON BEHALF OF THE BOARD_____
*Director*_____
Director

See notes to financial statements

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Statement of Changes in Net Assets****Year Ended December 31, 2014***(Unaudited - See Notice To Reader)*

	2014	2013
UNRESTRICTED FUND - BEGINNING OF YEAR	\$ 75,854	\$ 48,326
Excess of revenues over expenses	<u>12,098</u>	<u>27,528</u>
UNRESTRICTED FUND - END OF YEAR	\$ 87,952	\$ 75,854

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Statement of Operations****Year Ended December 31, 2014***(Unaudited - See Notice To Reader)*

	2014	2013
REVENUES		
Bank interest	\$ 434	\$ -
Courses	10,670	5,448
Donations and memorials	4,982	7,493
Drop-in activities	25,051	24,137
Food services	25,190	29,220
Fundraising	5,406	7,074
Grants	84,703	86,117
Memberships	13,216	14,906
Rental income	28,727	31,544
Special events	16,618	16,532
Support services	12,749	8,879
Travel	-	206
Amortization of Deferred Contributions <i>(Note 4)</i>	5,046	5,046
	232,792	236,602
EXPENSES		
Amortization	10,017	10,935
Courses	7,680	5,888
Database/Computer	5,769	4,371
Drop-in activities	7,856	9,362
Fundraising	110	-
Insurance	3,681	2,964
Interest and bank charges	996	786
Kitchen food services	38,222	35,450
Miscellaneous	269	2,407
Office	17,154	17,917
Operating costs	533	-
Professional fees	2,296	2,250
Salaries and benefits	106,636	96,075
Special events	4,578	8,546
Support services	11,901	8,885
Utilities	2,996	3,238
	220,694	209,074
EXCESS OF REVENUES OVER EXPENSES	\$ 12,098	\$ 27,528

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Notes to Financial Statements****Year Ended December 31, 2014***(Unaudited - See Notice To Reader)***1. DESCRIPTION OF OPERATIONS**

The Cook Street Village Activity Centre Society is a non-profit society incorporated under the Society Act in the Province of British Columbia and a registered charity under the Income Tax Act. The Society operates an activity centre in the Cook Street Village area of Victoria, with the focus on seniors of all ethnic and cultural backgrounds. The Society's general purpose is to provide opportunities to enrich their lives.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESCapital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods except in the year of acquisition in which one-half of normal rates are used.

Computer equipment	5 years	straight-line method
Computer software	5 years	straight-line method
Furniture, fixtures and equipment	5 years	straight-line method
Leasehold improvements	5 years	straight-line method

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Computer equipment	\$ 26,964	\$ 24,404	\$ 2,560	\$ 2,314
Computer software	6,187	6,187	-	513
Furniture, fixtures and equipment	64,866	54,602	10,264	9,992
Leasehold improvements	25,231	17,662	7,569	12,616
	\$ 123,248	\$ 102,855	\$ 20,393	\$ 25,435

4. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

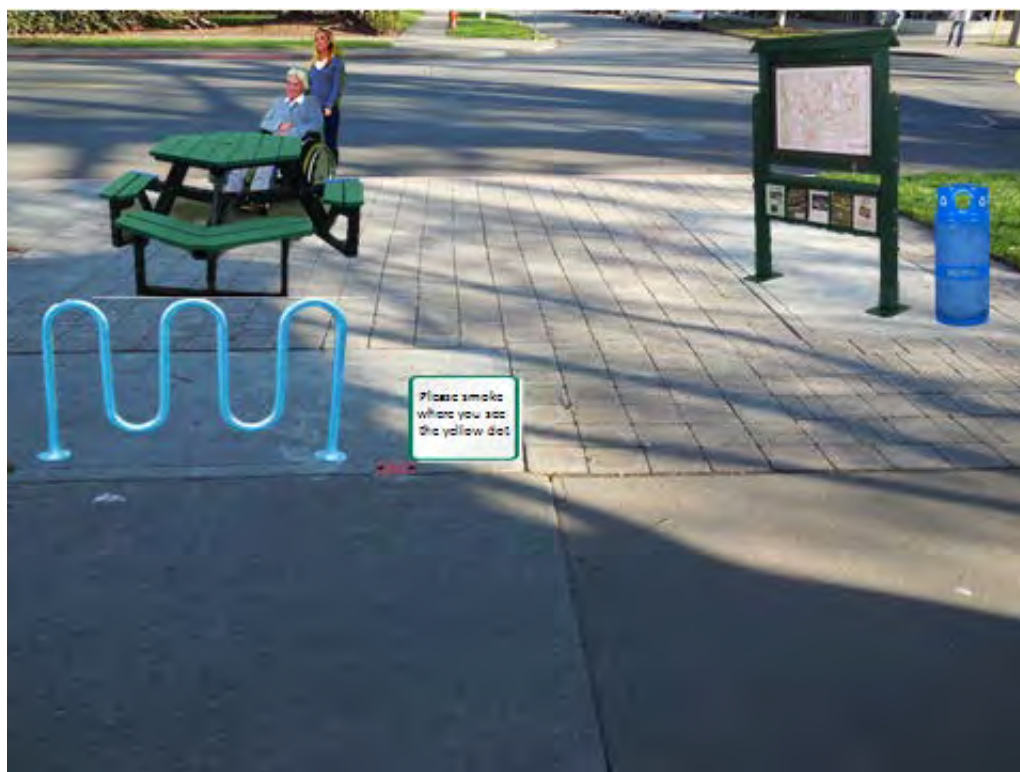
Deferred contributions relate to certain leasehold improvements funded by Government contract. The funds are recognized as revenue as the assets are amortized. The changes in the deferred contributions balance for the year are as follows:

	2014	2013
Balance, beginning	\$ 12,616	\$ 17,662
Less amounts amortized to revenue	(5,046)	(5,046)
Balance, ending	\$ 7,570	\$ 12,616

OBARA & COMPANY
CHARTERED ACCOUNTANTS

Detailed Budget Cost Estimate of Budget

Item	Materials		Labour Expertise		Dollar Value
	Quantity	Unit Cost	Hours	Rate	
Painting Columns	1	\$200 approx.	5	\$15 (\$75)	\$275
Picnic table	1	\$498	3	\$40 (\$120)	\$618
Recycling can	1	\$713	3	\$40 (\$120)	\$833
Signboard with 5 slot literature rack	1	\$2,358	4	\$40 (\$160)	\$2,518
Planters, plants, weights, etc.	2 (6 plants)	\$490	6	\$30 (\$90)	\$580
Total Project value = \$4,824					
Volunteers \$15/hr, Professional and Trades \$40/hr					



How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee – Quadra Village Community Centre
Mailing Address: 901 Kings Rd, Victoria BC V8T 1W5
Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com
Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0010895
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 101476083RR0001

Organization mission/mandate

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

Brief history and role in benefitting residents of Greater Victoria

QVCC is an inter-generational community centre, community social service agency and neighbourhood association. Our Centre is located directly across from the largest concentrated low income housing development in Greater Victoria and in the heart of a low-income, high-density, inner-city area of Victoria. These ingredients serve to create a community where exposure to risk factors such as family violence, mental health challenges, addiction and poverty are all too common for children, youth, families and the rest of the community. Since the early 1970s it has been our purpose to meet the challenging and changing needs of the community with sound preventative and responsive program planning, partnering and implementation. Addressing a lack of opportunity for low income children and youth is a key focus for our organization. As well, we build neighbourhood and community capacity to help our local area be resilient and thrive. Our work as an organization has been key to the stabilization and progress evident in the continuing evolution of our neighbourhood.

How many paid staff at organization? Full Time: 16 Part Time: 18
How many volunteer staff at organization? 251 Total volunteer hours: 6618

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$956,378

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
School District 61	395,611	-Youth and Family Counsellors' service delivery at Quadra, Cloverdale, Oaklands, Cedar Hill, SJ Willis, Vic High and Reynolds Schools.
Provincial Grants and Subsidies	229,495	-Family Resource Programs and Outreach to Children, Youth and Families -Subsidies for Childcare Operation and Parent Fees



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

		-Community Support Program
Federal Grants	28,104	-Programs and Outreach to Young Children and Families -Summer Camp for 5 to 12 year olds
United Way	75,600	-Youth Program and Food Distribution
Misc Grants	43,000	-Girls Group, Youth Recreation, Food Skills, Youth Social Justice etc
Fundraising and Donations	42,915	-Coordination, Bursaries, Program Funds -Maintenance
Program Fees and Rent	50,2333	-Childcare, Camp and Coordination Staff -Maintenance
Service Clubs	7,500	-Support Programs
One to One Childcare Reimbursement	4126	-One to One Childcare Staff

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Food Skills for Youth Program (Part of the Teen Centre Engagement and Enhancement Project)

Brief description of the project or program and why the grant is needed.

QVCC is looking for \$10,000 in matching funding to facilitate the Food Skills for Youth Program (FSYP). Through the United Way's Hillside-Quadra Youth in Action (YIA) team it was determined that it is essential to encourage youth wellbeing and seek to equip people to live happy and healthy lives. A key way to do this that was identified was to connect youth to work experience and lifeskills while providing food while having fun! This is how the FSYP was created. The FSYP program will teach youth the basic skills they need in order to run a food cart and cook healthy meals for their families while enhancing their employability and leadership skills. The FSYP will enhance the youth's food and leadership skills by tailoring opportunities based on developmental needs/stages of youth participants. The FSYP will offer and facilitate food safe, first aid and basic skills and licensing requirements for preparing and selling food. The FSYP will allow youth to prepared and sell food out of our food cart. Youth will receive honourariums for the work they do with the food cart. This funding request is specifically for the purchase of a food cart and trailer that meets Island Health requirements. In addition it will cover costs that are needed for food skills training, youth engagement facilitation and youth honourariums. The overall Teen Centre Engagement and Enhancement Project that was funded by the United Way (in the amount of \$129,000 over 3 years) included budget for additions and/or improvements to kitchen facilities at QVCC that would enhance food preparation options for youth in conjunction with the food cart and any other food preparation for the community [It was determined that matching funds would be essential to have adequate resources to accomplish Teen Centre Engagement and Enhancement project completion. This is especially true given the facility renovation costs that are a goal of the project]. As well, it provides for other opportunities to improve the QVCC Teen Centre. The key to all of this is youth engagement which started with YIA, has continued with consultations with neighbourhood and participant youth through QVCC. We have been ensuring that all directions and decisions are as youth driven as possible connected to Food Skills for Youth as well as the overall Teen Centre Engagement and Enhancement Project. This is consistent with our commitment to high standards for working with youth as taught and outlined through the Youth Program Quality Initiative that we belong to.

Does this project or program impact public space? ☒ Yes ☐ No : Teen Centre and Kitchen Facility Renovations at

QVCC



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$65,746 (one year budget) _____ Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 2%

How much is the organization contributing to this project or program? \$55,746(including \$50,000 from United Way)____

Please indicate the funding sources for this application:

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
United Way	Lee Anne Davies	250 220 7360	50,000 (Year 1)
			129000 (over 3 years)

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
QVCC	Kelly Greenwell	250 388 7696	\$3,746 (Volunteers)
			\$2,000 (Management)

☐ Waived fees and charges ***Are being sought but not confirmed at this time

Organization Name	Contact Person	Phone Number	Amount

☐ Other ***Are being sought but not confirmed at this time

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$55,746_____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

The FSYP would still be able to run on a limited basis. We may not be able to accomplish the goals of FSYP project as quickly and it would limit the ability to accomplish the complementary goals of the Teen Centre Engagement and Enhancement Project which include improvements to the components and facility at the Teen Centre as well as either the creation of a kitchen in the teen centre or the enhancement of existing kitchen facilities at QVCC (which would be accessed by youth when they prepare food for the Food Cart or for the community in general).



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
2015 Strategic Plan Grant
Application Form

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: June 2016

Project or program location: Quadra Village Community Centre

Project or program timeline and major milestones.

Date	Milestone
July/August 2015	Buy Food Cart & Naming of Food Cart & Licensing for Food Cart
July/August 2015	Food Cart Plan Development
Starts July/August 2015 (ongoing)	Recruitment of Participants
Starts July/August 2015 (ongoing)	Food Safe Workshop, First Aid, Health and Safety Orientation
Starts July/August 2015 (ongoing)	Food Prep & Cooking Lessons
August 2015 (ongoing)	Food Cart open for trial runs and presence at initial events
Fall 2015/ Winter 2015, 2016/ Spring 2016	Registered for Festivals and community events
Summer 2016	One year of business!

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-15 Total volunteer hours required: 200

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website
☒ Social Media

☒ Newsletter
☒ Annual Report

☐ Sponsor Plaque
☒ Other City of Victoria sticker on food cart

☐ Newspaper Advertisement

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <p><input checked="" type="checkbox"/> Innovate and Lead</p> <p><input checked="" type="checkbox"/> Engage and Empower the Community</p> <p><input type="checkbox"/> Strive for Excellence in Land Use</p> <p><input type="checkbox"/> Build Financial Capacity of the Organization</p> <p><input type="checkbox"/> Create Prosperity through Economic Development</p> <p><input type="checkbox"/> Make Victoria More Affordable</p> <p><input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness</p> <p><input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces</p> | <p>and Food Systems</p> <p><input type="checkbox"/> Complete a Multi-modal Active Transportation Network</p> <p><input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital</p> <p><input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility</p> <p><input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term</p> <p><input type="checkbox"/> Demonstrate Regional Leadership</p> |
|---|--|

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

There are a number of areas in which the FSYP meets the City of Victoria's Strategic Plan Objective's. The FSYP will enhance the quality of life for a number of residents in the Hillside-Quadra area as well as engage youth and build food skills by bringing food into our community, teaching youth how to cook healthy meals and enhancing youth's employability skills. In these areas the FSYP is building capacity of our neighbourhood by offering essential skills needed to live a healthy/positive lifestyle.

Innovate and Lead

Quadra Village Community Centre was a key partner in supporting the United Way's Youth In Action (YIA) project in Hillside-Quadra. Over a period of over 2 years, YIA reached out at neighbourhood events and schools and in the process solicited extensive feedback, mapped neighbourhood resources and wrestled with how best to invest funding that was provided by United Way and Coast Capital. Based on neighbourhood feedback and their own direct experience of QVCC they decided that the Teen Centre Engagement and Enhancement project and all of the elements of the FSYP were priorities to support for the benefit of youth from Hillside-Quadra and surrounding neighbourhoods..

Engage and Empower the Community

Youth engagement is a key part of this strategic priority and FSYP engages youth through opportunities to give feedback, make decisions and the opportunity to build skills ranging from lifeskills to leadership skills. For example, we will be giving youth multiple opportunities to lead including short term project lead roles (in conjunction with an adult mentor) and orienting and mentoring youth getting prepared to prepare and serve food. The food cart represents a valuable tool for QVCC to use in ongoing life skills and leadership building for youth participants.

Facilitate Social Inclusion and Community Wellness

FSYP enhances the quality of life for youth from Hillside-Quadra and surrounding neighbourhoods, many of whom are contending with family issues such as generational underemployment, poverty, cultural stereotyping, family instability, addiction, family violence and inadequate housing.

Enhance and Steward Public Spaces

FSYP is a key complement to the Teen Centre Engagement and Enhancement Project which give local residents, in this case youth, a direct , impactful voice that will author the components, facilities and environment in the QVCC Teen Centre



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How many will benefit from the project or program? 50-100

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth between the ages of 13-19 especially those living in poverty and contending with various barriers in Hillside-Quadra and surrounding neighborhoods



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Signature: _____

A handwritten signature in blue ink, appearing to read 'Kelly Greenwell', written over a horizontal line.

Position: Executive Director

Name: Kelly Greenwell

Date: June 26, 2015

Food Skills for Youth Project
Budget
Submitted June 2015

Expense	Projected
Food Cart Purchase	8,000
Kitchen/Teen Centre Enhancements	45,000
Food skills and related life skills facilitation and support	3,000
Youth participation and leadership incentives	2,200
Program Supplies/Food	1600
Administration	200
Totals	60,00.00
Contributionss	
<u>Request</u> of \$10,000 to City of Victoria Strategic Plan Grants	10,000
United Way	50,000.00
Total	60,00.00

***As stated in the application the Food Skills for Youth Project is part of the Teen Centre Engagement and Enhancement Project and represents a matching grant that would cover a specific aspect of the project as per the Project or Program Information description on page 2 of the application**

Janet Hawkins

From: Kelly Greenwell <kelly@quadravillagecc.com>
Sent: Monday, Jul 20, 2015 1:00 PM
To: Public Hearings
Cc: Tara Skobel
Subject: RE: Questions regarding your grant submission to Victoria Council

Dear Council,

Thanks once again for allowing us time to present about Food Skills for Youth which will provide food skills for life to the youth who successfully engage in the project.

It is important to note that our plan is to purchase a *food cart*, but not a food truck (this idea had been considered several months ago and was ultimately let go in favour of the concept of a food cart plus improvements and additions to kitchen/food preparation space within Quadra Village Community Centre).

Here are our answers to your questions from last week:

1. What will be the amount of the honorarium for youth?

- If we receive full funding from the City of Victoria we would estimate a per shift honourarium of \$20 with shifts at a maximum of 4 hours.
- A youth that completes 4 shifts will be eligible for an additional \$20
- Youth will be eligible to earn a role of shift coordinator which will involve additional event preparation, food planning and responsibilities at the event. This youth will be eligible for a \$10 shift bonus
- Our hope is that with a successful response to the food cart operation (eg: strong sales) then we can increase these honourariums over time.

2. How will the operations of the truck be dealt with as a social enterprise and not a conventional business operation? Noting that the City cannot not subsidize a business?

- We are planning to purchase a food cart
- Any proceeds earned from the food cart will be reinvested in youth programs and equipment directly related to this endeavour (consistent with a social enterprise)
- We anticipate that in the first year we will struggle to offset the cost of the food ingredients needed.
- Our main focus is on giving youth a supported opportunity to develop life skills, practical food skills and marketable customer service, food service, team work, leadership and business related skills. The food cart, honourarium and training support are excellent tools for the development of these skills.

3. Will applications from youth from other neighbourhoods in the City be considered and how will that occur?

Noting that the application stated that youth from the Quadra Village area will be considered first.

- The first priority will go to youth living in the Hillside-Quadra
- As per our current practice with youth programs, we will do all that we can to incorporate youth who the Food Skills program works for. Although the demand for programs can vary, we currently don't have to turn away youth for that reason in any of our programs.

Please do not hesitate to let us know if there are any follow up questions.

Take care

Kelly

Kelly Greenwell, RSW, Executive Director
Quadra Village Community Centre
Downtown Blanshard Advisory Committee (Est.1974)
901 Kings Rd, Victoria, BC, V8T 1W5
250-388-7696 ext.221
www.quadravillagecc.com
[@QuadraVillage](https://www.facebook.com/QuadraVillage)
www.facebook.com/QuadraVillage

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From: Public Hearings [mailto:PublicHearings@victoria.ca]
Sent: Thursday, July 16, 2015 3:25 PM
To: 'kelly@quadravillagecc.com'
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 1)

1. What will be the amount of the honorarium for youth?
2. How will the operations of the truck be dealt with as a social enterprise and not a conventional business operation? Noting that the City cannot not subsidize a business?
3. Will applications from youth from other neighbourhoods in the City be considered and how will that occur?
Noting that the application stated that youth from the Quadra Village area will be considered first.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





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Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee – Quadra Village Community Centre
Mailing Address: 901 Kings Rd, Victoria BC V8T 1W5
Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com
Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0010895
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 101476083RR0001

Organization mission/mandate

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

Brief history and role in benefitting residents of Greater Victoria

QVCC is an inter-generational community centre, community social service agency and neighbourhood association. Our Centre is located directly across from the largest concentrated low income housing development in Greater Victoria and in the heart of a low-income, high-density, inner-city area of Victoria. These ingredients serve to create a community where exposure to risk factors such as family violence, mental health challenges, addiction and poverty are all too common for children, youth, families and the rest of the community. Since the early 1970s it has been our purpose to meet the challenging and changing needs of the community with sound preventative and responsive program planning, partnering and implementation. Addressing a lack of opportunity for low income children and youth is a key focus for our organization. As well, we build neighbourhood and community capacity to help our local area be resilient and thrive. Our work as an organization has been key to the stabilization and progress evident in the continuing evolution of our neighbourhood. We are critical to the success of Quadra Village Day and have played a key role in numerous neighbourhood improvement issues such as traffic calming and associated in improvements in Quadra Village.

How many paid staff at organization? Full Time: 16 Part Time: 18
How many volunteer staff at organization? 251 Total volunteer hours: 6618

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$956,378

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
School District 61	395,611	-Youth and Family Counsellors' service delivery at Quadra, Cloverdale, Oaklands, Cedar Hill, SJ Willis, Vic High and Reynolds Schools.
Provincial Grants and Subsidies	229,495	-Family Resource Programs and Outreach to Children, Youth and Families -Subsidies for Childcare Operation and Parent

		Fees -Community Support Program
Federal Grants	28,104	-Programs and Outreach to Young Children and Families -Summer Camp for 5 to 12 year olds
United Way	75,600	-Youth Program and Food Distribution
Misc Grants	43,000	-Girls Group, Youth Recreation, Food Skills, Youth Social Justice etc
Fundraising and Donations	42,915	-Coordination, Bursaries, Program Funds -Maintenance
Program Fees and Rent	50,2333	-Childcare, Camp and Coordination Staff -Maintenance
Service Clubs	7,500	-Support Programs
One to One Childcare Reimbursement	4126	-One to One Childcare Staff

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Quadra Village Banners Project (QVB)

Brief description of the project or program and why the grant is needed.

In partnership with the Ecole Quadra Elementary (on the occasion of their 100th anniversary) the Quadra Village Banners Committee has worked extensively to develop a plan to replace the main season banners in Quadra Village (which are worn out) and implement a plan for continued installation of the main season banners and winter season gateway entrance features.

Grade 4 and 5 students at Quadra Elementary created paintings as part of an art project and these banners were reviewed for an initial screening by the Quadra Village Banner Committee. This committee has assembled a jury (consisting of a local business woman, a school trustee, a school volunteer and Shellie Gudgeon) to judge the eventual images for the banners. 2 to 5 banners will be selected and a graphic artist, has volunteered to do all the editing and setup that will be needed before having the banners created.

This project has been presented to QVCC's Hillside-Quadra Neighbourhood Action Group committee and the feedback was very positive. We have attached (with this application) the type of images that the jury will be reviewing for consideration.

The banners we are seeking funding for will ensure that we have a supply of banners that will last 6 years. The installation is an ongoing expense that we do not have any sponsorship for. This application's includes a one year cycle of installation.

The banners and the winter season gateway entrance features help welcome residents and visitors alike to Quadra Village and Hillside-Quadra as a whole. They brighten village life and help contribute to the sense of neighbourhood pride that we have worked hard to build in Hillside-Quadra.



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Application Form

Does this project or program impact public space? ☒ Yes ☐ No : Teen Centre and Kitchen Facility Renovations at QVCC

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☐ Innovate and Lead
- ☒ **Engage and Empower the Community**
- ☐ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☐ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable
- ☐ Facilitate Social Inclusion and Community Wellness

- ☒ **Enhance and Steward Public Spaces, Green Spaces and Food Systems**
- ☐ Complete a Multi-modal Active Transportation Network
- ☒ **Nurture Our Arts, Culture and Learning Capital**
- ☐ Steward Water Systems and Waste Streams Responsibility
- ☐ Plan for Emergencies Including Climate Change Short and Long Term
- ☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empower the Community

The Quadra Village Banner Project (QVB) provides the opportunity for active residents who take pride in Hillside-Quadra to create a solution for maintaining and beautifying Quadra Village. By reaching out to Ecole Quadra Elementary students and honoring their artistic contributions the Committee has taken important steps to honour the artistic contributions of youth which will ultimately lead to the artistic contributions of children brightening Quadra Village.

Enhance and Steward Public Spaces

QVB will foster provide through renewing banners that are locally designed by elementary school aged children in Quadra Village and keeping up with their installation.

Nurture Our Arts, Culture and Learning Capital

QVB engages and honours elementary school aged artists and will ultimately show young people that there is importance to their contributions along with a feeling of community pride. This will be done by utilizing banners that are directly made from their designs and displaying them as banners in Quadra Village.

How many will benefit from the project or program? 50-100

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth between the ages of 13-19 especially those living in poverty and contending with various barriers in Hillside-Quadra and surrounding neighborhoods



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SECTION 5 PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost **\$9945.70** (includes volunteer valuation) Amount Requested **\$5460**

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0%

How much is the organization contributing to this project or program? **\$3,4875** ((includes volunteer valuation)

Please indicate the funding sources for this application:

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
Quadra Village Community Centre	Kelly Greenwell	250 388 7696	\$1000

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
QVCC Gateway Banner Committee	Jennifer Ferris	250 818 3389	\$2485.70 (Volunteers including committee, jury and designer)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources **\$3 485.7**

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

If partial funding is received we would have to continue to seek partnerships to install or sponsor the installation of the banners. If we were unsuccessful with that aspect QVCC would have to provide cash funding which strains resources that could reduce the degree of service that we deliver as an organization. Alternatively we would not be able to order any banners that can be used to replace banners after typical wear and tear

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: March 2016

Project or program location: Quadra Village

Project or program timeline and major milestones.

Date	Milestone
July/August 2015	Have jury meet, review and decide on the banners
August/September 2015	Have graphic artist finalize the banners and have committee make the order
September 2015	Advise students of their success and install new banners
Late November	Take down banners and install holiday seasonal gateway installations
March 2016	Take down holiday seasonal gateway installations

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 (plus students who completed artwork)

Total volunteer hours required: 110 (does not include student artists)

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Sponsor Plaque | |
| <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Newspaper Advertisement | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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Signature: _____

Position: Executive Director

Name: Kelly Greenwell

Date: June 26, 2015



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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Ecole Margaret Jenkins School Parent Advisory Committee and School District 61

Mailing Address: 1824 Fairfield Rd., Victoria, BC V8S 4G8

Contact Person: Anne Tomin, PAC Chair Email: anne_tomin@hotmail.com

Telephone: 1-250-803-2308 Website: margaretjenkins.sd61.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? Yes ☐ No ☒ Society Registration Number: _____

Are you a registered Charity? X Yes ☒ No ☐ Charity Registration Number: 10679 9927 RR0001

Organization mission/mandate

Our PAC's mission is to find ways in which parents at EMJS can partner with teachers and staff to create the best possible learning environment for everyone involved. Our goal is to support the school with fun, educational, active, and inspiring projects that allow our children to engage and flourish.

The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

How many paid staff at organization? Full Time: none Part Time: none

How many volunteer staff at organization? Varies (5-10 on average) Total volunteer hours: 3000

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 84,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Federal Government		
Provincial Government	Gaming grant (approx. \$8000)	Yoga, Chess, Artist in residence, Literacy
City of Victoria		
Fee for Service		
School District #61		
Program Charges		
Donations and Fundraising	Approx. \$76,000	Science, Sports, Clubs, Fieldtrips, IT, etc.



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Foundation grants		
Bank Interest		

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Margaret Jenkins Naturalized Playground and Outdoor Classroom

Brief description of the project or program and why the grant is needed.

The proposed Naturalized Playground and Outdoor Classroom will provide opportunities for approximately 450 elementary school children and the surrounding community to explore, discover, play and learn.

A story stump circle is both an outdoor classroom and a walking balance game. There is sand to dig in, boulders to perch on, native plants to discover, water for experimenting. The space is enhanced with trees for shade and shelter, a sitting wall for socializing and storage boxes for shovels and tools. The project includes rebuilding our existing vegetable planter boxes to continue opportunities for our children to learn about growing their own food.

Project Benefits

Recent studies show that naturalization of school grounds can achieve the following benefits:

- an increase in creative, unstructured play
- increased ecological diversity which provides new learning and stewardship opportunities
- increased physical activity among a wider variety of students
- increased connectedness to the school by students, staff, and community

Source: BC Ministry of Education, Sustainable Schools Best Practices Guide (2010)

The success of this project will be measured by the number of small hands in the soil and sand, by the number of feet traipsing along logs, the leaves collected, the number of humming birds and butterflies witnessed, the seeds planted and seedlings nurtured, and lifetime connections made.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☐ Innovate and Lead
- ☐ Engage and Empower the Community
- ☐ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☐ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable

- ☒ **Facilitate Social Inclusion and Community Wellness**
- ☒ **Enhance and Steward Public Spaces, Green Spaces and Food Systems**

Complete a Multi-model Active Transportation Network

- ☒ **Nurture Our Arts, Culture and Learning Capital**
- ☐ Steward Water Systems and Waste Streams Responsibility
- ☐ Plan for Emergencies Including Climate Change Short and



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Long Term

☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Enhance and Steward Public Spaces, Green Spaces and Food Systems

This project will provide, on existing grass turf, an outdoor classroom and creative learning place for both the elementary students at the school as well as the community at large.
The project includes refurbishing an existing, but deteriorating set of raised planters that the teachers use to teach their kids about growing their own food and gardening.

Nurture Our Arts, Culture and Learning Capital

Our teachers want an option to teach outdoors, knowing additional learning benefits to this environment.
We currently lack the space in which to do this successfully. This outdoor classroom will provide a vital opportunity for teaching, performance and conversation.

Facilitate Social Inclusion and Community Wellness

We see ourselves as a community school, and welcome neighbours to a new public gathering space for all ages.

An opportunity to strengthen relationships between the City and the School District

How many will benefit from the project or program? 2000 directly, 15000 for adding a new public playground

Percentage of Greater Victoria Residents? 15%

Who is your target audience? Approximately 450 Elementary School Kids, and their teachers, parents and staff who will benefit as well from the space. The surrounding community will also be welcomed to use this space as a playground/outdoor informal meeting place.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$69,200 (approx.) Amount Requested \$22,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0%

How much is the organization contributing to this project or program? \$43,000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
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X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Parks and Recreation Foundation	Barbara Young	250-592-2439	\$2200.00
School District 61	Ross Walker	250-475-3212	\$2000-Garry Oak Logs
Don Mann Excavating	Steve Mann	250-479-8283	\$1000.00-Boulders+del

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
EMJS PAC	Anne Tomy	1-250-803-2308	\$43,000.00

Grand Total of Other Funding Sources \$48,200.00

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

There will be no impact to the organization. If full funding is not received, the outdoor classroom will not have the same capacity as it would have had with the sitting benches. The kids may not have the opportunity for water play. There will not be the same sense of place without the trees to create an outdoor shelter. The existing vegetable planters will likely need to be removed for safety reasons as they are old and in very poor repair.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 2015 To: December 2015

Project or program location: Ecole Margaret Jenkins School

Project or program timeline and major milestones.

Date	Milestone
July 2015	Phase One begins: sand pit, fi-bar, growing medium, Garry Oak logs and stump circle
August 2015	Phase Two begins if funding is received
September 2015	Trees and plants installed with irrigation and hose bib
October 2015	Planters reconstructed and storage boxes built
November 2015	Sitting Wall constructed
December 2015	Grand Opening Ceremony

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 250

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT



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All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

X Website

X Social Media

X Sponsor Plaque if desired

X Other Celebration event and press release

☐ Newspaper Advertisement

X Newsletter

Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: PAC Chair

Name: Anne Tomy

Date: June 25, 2015

EMJS Naturalized Playground Budget

	Paid by PAC	Grants Received	Material Donations	Requested from the City	Total Budget
Phase 1 w/Bricklok, set fee	\$35,000.00				
Site fencing, set up					
Ground excavation					
Sand pit					
Supply and installation of story stump circle					
Boulders installed					
Growing medium for native plant areas					
Fi-Bar , wood edging					
Boulders donated and delivered-Donn Mann			\$1000.00		
Garry Oak trees-SD61			\$2000.00		
Landscape Architect	\$7000.00				
Phase 2					
Native Plants-Parks and Rec Found Victoria		\$2210.00			
Irrigation				\$3900.00	
Planter Boxes				\$1600.00	
Growing Medium				\$500.00	
Storage Box				\$500.00	
Sitting wall				\$11,000.00	
Trees				\$2000.00	
Wood chips in planter area				\$1000.00	
Additional Native Plants				\$1500.00	
Total	\$42000.00	\$2210.00	\$3000.00	\$22000.00	\$69210.00
	Note: We have fully funded Phase 1 and are beginning Construction this Summer. The majority of this money was raised selling hot dogs and through community events at the school.				

Janet Hawkins

From: Anne Tomin <anne_tomin@hotmail.com>
Sent: Tuesday, Jul 21, 2015 4:19 PM
To: Public Hearings
Cc: Caroline Smart; Brett Johnson; Vanya McDonell
Subject: Re: Questions regarding your grant submission to Victoria Council

Thank you for the opportunity to further clarify why we believe this will be a great community project worth supporting. Please see our responses to your follow-up questions below. We are happy to provide any additional information to help you in the decision making process. Please do not hesitate to contact us.

Anne Tomin
 EMJS PAC Chair

From: [Public Hearings](#)
Sent: Thursday, July 16, 2015 3:27 PM
To: mailto:anne_tomin@hotmail.com ; mailto:anne_tomin@hotmail.com
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Ecole Margaret Jenkins School Parent Advisory Committee and School District 61

1. Clarification on the section where it states that 15% percent of Victoria residents are benefiting from the program; what is meant by that?
- 2.
3. As a community school we anticipate the Naturalized Playground becoming a destination playground and outdoor classroom for the community of Fairfield / Gonzales and beyond. In this sense it might be considered to be one of Victoria's "parks", as we already see this participation with our school grounds being used on evenings and weekends by various members of our community. The 15% is our estimation of people in Victoria who would say they benefitted from this new facility based on the current population. With the classroom aspect, this space will appeal not only to EMJS teachers but also to a wide range of age groups who may wish to host a meet up in the outdoors outside of school hours.
- 4.
5. Is the applicant requesting funds from Oak Bay and if so, how much?
- 6.
7. While the project site resides in the City of Victoria, we agree that there is a notable catchment area in Oak Bay, and that this Municipality would benefit from our project as well. We have not yet applied to the District of Oak Bay for a grant, as our understanding from conversations to date is that the grant program for the District of Oak Bay has typically only been used to fund events. However this year, like the City of Victoria, Oak Bay is making some changes to their grant application process. While we hear that they have never funded a project like a school playground in the past, it has been suggested that it may be worth applying this year for a small grant in the neighbourhood of \$1000-\$2000. The likelihood of being successful with this request is quite uncertain as there is no precedent, but our plan at this point is to make the application to Oak Bay for this small grant which we understand may not be looked at until the new year. Should we receive a grant from the City of Victoria, we would certainly inform Oak Bay of this generosity and request a partnership donation.

- 8.
9. Would the applicant be open to consulting with the Fairfield Gonzales Community Association to determine what would be the general community benefits outside of school hours?
- 10.
11. Margaret Jenkins school has an excellent relationship with the FGCA and we are happy to work together on projects that benefit the community. The before and after school care programs that occur on site at Margaret Jenkins (operated by FGCA) would make wide use of the naturalized playground daily. This program currently has approximately 90 children enrolled who will benefit greatly from the playground. The space would also be made use of as an out-trip location for school-age camps and preschools operated by the FGCA (and likely others). We are excited to know that our new space would serve these programs as well.
- 12.
13. Would this project provide an opportunity to extend the greenway provided by the Chandler/Gonzales pathway?
- 14.
15. While there may be opportunities to coordinate some of the work on the proposed greenway and our playground, the two areas are completely separate on opposite sides of the school grounds so it is not possible to physically combine them. There is however an opportunity to link the two projects and we believe this would enrich both. We have discussed linking the playground and the greenway with painted drawings on the ground (possibly student created). This would create a tributary path that would leave the greenway, meet the playground, and join up with the greenway again. This playful way finding that could also include traditional signage would be fairly inexpensive as the majority of the connection is already a fairly level asphalt surface. We do predict that both projects will attract wider use of the space by the community. EMJS and the FGCA will publicize both projects to the community at large and invite community use of both the Greenway and the Naturalized Playground.
- 16.
- 17.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association (FGCA)

Mailing Address: 1330 Fairfield Rd., Victoria, BC V8S 5J1

Contact Person: Vanya McDonell

Email: development@fairfieldcommunity.ca

Telephone: 250-382-4604 ext. 104

Website: www.fairfieldcommunity.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? X Yes ☐ No

Society Registration Number: S-11840

Are you a registered Charity? X Yes ☐ No

Charity Registration Number: 128210259RR0001

Organization mission/mandate

Our mission is to enhance the quality of life in Fairfield and Gonzales by indentifying and acting on the needs of area residents.

Brief history and role in benefitting residents of Greater Victoria

The FGCA was formed in 1975 by a group of neighbours who wanted to have a say in how their neighbourhood developed. Since that time, we have grown into a large service organization, and are the second largest employer in our neighbourhood. We benefit over 20,000 users annually with services for all ages and abilities, from Parent and Tot drop-in and quality child care to recreation classes and community engagement initiatives. We contribute to our neighbourhood's strong identity and keep our services accessible to all regardless of age, ability, or income.

How many paid staff at organization? Full Time: 8 Part Time: 50

How many volunteer staff at organization? 90 Total volunteer hours: 3000

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$2,229,417.00

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Federal Government	25,500	Family Programs (drop-in)
Provincial Government	274,567	Child Care program subsidy, wages for special needs care workers, parent education, Gaming funding for preschool and community programs
City of Victoria	120,400	Community Centre operating grant, custodial grant, neighbourhood development base grant, Youth outreach grant
Fee for Service	762,400	Used to run Out of School Care, camps, preschools, youth and recreation programs, promotion & admin for these programs



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School District #61	1,006,000	Contract for Youth and Family Counselors in schools. Partial subcontract to Quadra Village community centre
Donations and Fundraising	28,800	Support running of programs, some designated towards specific programs eg youth
Foundation grants – United Way	11,250	Youth leadership group
Bank Interest	500	General operations

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Margaret Jenkins Greenways Project

Brief description of the project or program and why the grant is needed.

The proposed greenway will connect two existing active transportation corridors, the Gonzales-Chandler pathway and Irving Road. This will be achieved by formalizing and enhancing what is currently a natural greenway through the grounds of Ecole Margaret Jenkins Elementary School. Table 3 of the City of Victoria's 2003 Greenways Plan identifies this work as one of its Greenways implementation strategies. Also, the City's 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes include this section of greenway within their plans. The grant is needed to undertake the necessary steps to formalize the pathway using paving and landscaping. Of foremost importance is the safety of children on the school grounds, which will be improved by this project. Secondary benefits include greater community cohesion, inclusive placemaking on school grounds, and increased public health via active transportation. City of Victoria parks staff have been consulted and have indicated their alignment with the project.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-model Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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Application Form**

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will meet and support **Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems** by enhancing school lands and facilities for community wellness and recreation. This is already a much-used corridor by school children and their families as well as the wider community. An intrinsic part of the Gonzales neighbourhood, Ecole Margaret Jenkins School will deepen its connection with residents by formalizing the link between the Chandler-Gonzales pathway and Irving Street. The partnership between the school, the school district, the community association, and the PAC demonstrates effective collaboration for shared purposes. Using playful painted designs, the pathway will contribute to placemaking in the Gonzales neighbourhood, adding to its unique character and acknowledging that this is a space for children and their families to enjoy and feel safe in.

The project will meet and support **Objective 9: Complete a Multi-modal Active Transportation Network** by completing a section that is designated as part of the 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes (see attached map). This project will complete a clear City of Victoria objective and will utilize community resources and partnerships to do so.

Multi-modal transportation corridors such as this contribute to public safety, quality of life, air quality, and placemaking in the city. The project will also increase safety for school children by providing a clearly demarcated space for active transportation, both for themselves and community members who are using the space. Margaret Jenkins students are already leaders in School District 61 for active transportation; this project will increase participation even further and set an excellent example for other schools in the district to follow.

How many will benefit from the project or program? 20,000 Percentage of Greater Victoria Residents? 25% %

Who is your target audience? Residents of Gonzales, students of Ecole Margaret Jenkins School and their families, any residents of neighbouring communities who use active transportation to access the beaches and parks of south Victoria.



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Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$27,900 Amount Requested \$20,700

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 13%

How much is the organization contributing to this project or program? \$7200

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

X Matching funds

Organization Name	Contact Person	Phone Number	Amount
Fairfield Gonzales Community Association – Admin costs	Vanya McDonell	250-382-4604 x 104	\$2000

X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Volunteer intern architect	Carrie Smart	250-480-4802	10hrs @ \$40/hr=\$400
Unskilled volunteer hours Margaret Jenkins PAC	Anne Tomyon	250-381-7816	100 hrs @ \$15/hr=\$1500
Paint donation	Source unconfirmed – will solicit community partners		\$500
Paving/asphalt in-kind portion	Unconfirmed – in discussions with Island Asphalt		\$2500 - estimated
Plants for landscaping	Source unconfirmed – will solicit community & FGCA garden committee		\$300

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$7200

Partial funding may be available. Will the project occur without full funding by the grant? X Yes ☐ No



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If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we receive partial funding, the project may be scaled back to fit the funding envelope. Auxiliary funding will be sought from organizations such as Recreation Foundation BC. If we do not receive any funding, the project will not proceed unless full funding is secured from another source. Amount of funding will not impact the organization in any substantial way, as operations will be scaled to fit the funding envelope, and we already have the administrative capacity in place to support this project.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: November 2015

Project or program location: Ecole Margaret Jenkins School, 1824 Fairfield Rd.

Project or program timeline and major milestones.

Date	Milestone
August 1, 2015	Finalize plans for pathway, in consultation with paving company, SD 61, City Parks
September 1, 2015	Begin groundwork – move fence and replace
September 15, 2015	Excavate and grade where needed
September 22, 2015	Pave pathway
September 30, 2015	Volunteer painting begins, weather permitting
October 7, 2015	Concrete sitting wall installed
October 15, 2015	Landscaping installed
November, 2015	Celebration event

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 Total volunteer hours required: 110

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☒ Annual Report

X Other Celebration event and press release

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

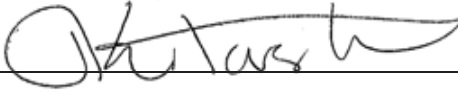
- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City



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- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Executive Director

Name: Joan Kotarski

Date: June 25, 2015

Margaret Jenkins Greenways Grant Budget

	Cash	In Kind
Ground prep, excavation and gravel	7500	
Asphalt and paving	5000	2500
Concrete sitting wall/barrier	3000	
Paint & painting supplies	1000	500
Fencing, fence relocation and alteration	2500	
Plants/landscaping	200	300
Volunteer labour - painting & coordination (100h @\$15)		1500
Volunteer labour - intern architect (10h @\$40)		400
FGCA admin costs	1500	2000
Totals	20700	7200
Project total	27900	
% match	26%	
% admin	13%	

Janet Hawkins

From: Vanya McDonell <development@fairfieldcommunity.ca>
Sent: Saturday, Jul 18, 2015 1:58 PM
To: Public Hearings
Cc: Fairfield Community Place; 'Anne'; 'Caroline Smart'
Subject: FGCA reply: Questions regarding your grant submission to Victoria Council
Attachments: Crosswalk across Chandler.JPG; Crosswalk across Fairfield to Irving.JPG; Entrance to Greenway off Chandler.JPG; Entrance to Greenway off Fairfield.JPG

Hello,

Please see below for comments in response to the questions posed re: Margaret Jenkins Greenways Project grant application (in blue).

Please do not hesitate to be in touch with any further questions or for clarification.

All the best,

Vanya McDonell

Community Development Coordinator
Fairfield Gonzales Community Association
1330 Fairfield Road Victoria, BC V8S 5J1
Ph: 250.382.4604 (Ext. 104) Cell: 250.661.5597
development@fairfieldcommunity.ca
www.fairfieldcommunity.ca



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

Celebrating 40 years of community service - 1975-2015

From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July-16-15 3:30 PM
To: development@fairfieldcommunity.ca
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Fairfield Gonzales Community Association

1. The report references consulting with the City's Parks Department. Would they be open to consulting with the Engineering Department for the transportation section of their project? This would be an interdisciplinary approach the City supports.

Yes, we are open to consulting with Engineering regarding this project, specifically regarding the access points at Chandler and Fairfield Roads and design of the pathway itself. We would also continue to consult with Parks throughout the process.

2. Would an in-kind contribution from the City for some or all of the requested projects be acceptable?

As we understand it, this is City owned land that is leased by the School District, and the School District will need to approve any City work that occurs at the site. We are working on arranging a meeting with the Director of Facilities at School District 61 to discuss the project, including the possibility of the City doing some of the on-site work. An in-kind contribution from the City in the way of planning or drawings may also be suitable.

We are certainly interested in exploring this possibility and working with both the City of Victoria and School District 61 to find solutions that are agreeable to both in completing the Greenway.

3. What connections are contemplated at Chandler and the sidewalk at Fairfield Road, in context with issues with the infrastructure that don't function as part of the network?

Please see the attached photos for detail of the crossings.

Our assessment of the site was that no further infrastructure is required at either of these crossings. They both have an existing crosswalk that is well marked. At the north end, the opening in the chain link fence may need to be moved and/or a curve introduced into the Greenway in order to link it directly with the existing crosswalk. Greenways traffic will need to travel a small section of the sidewalk. The south end will require no changes to link directly with the existing crosswalk. In consulting with the City's Engineering Department (see question 1), we will address whether they see a need for increased infrastructure at the crossing points, but at this point it appears to be adequate.

4. Are any roadway improvements anticipated at the Fairfield Road crossing?

None anticipated.

Please note that Engineering and Finance staff have been copied on this email regarding sidewalk/road questions.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

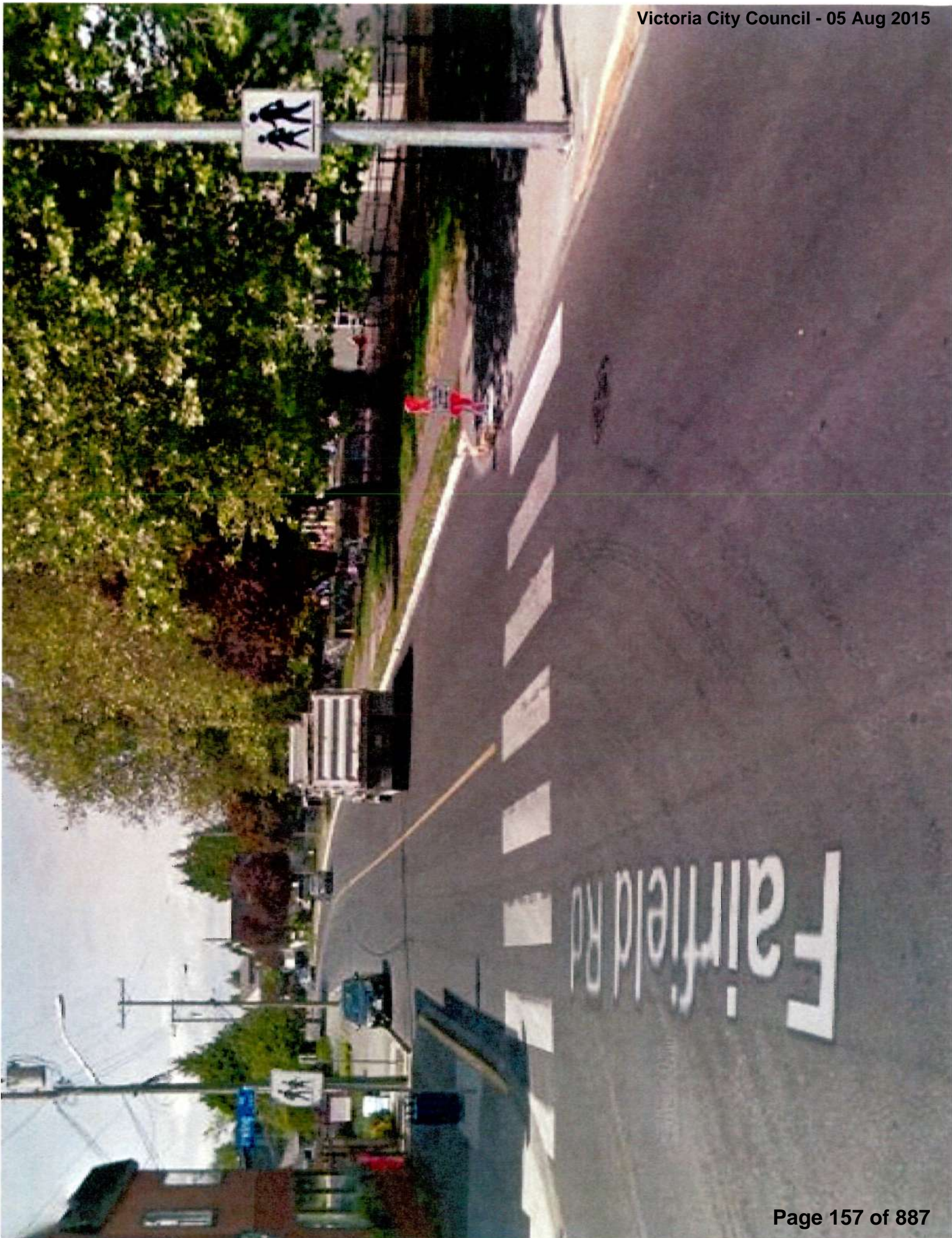
Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

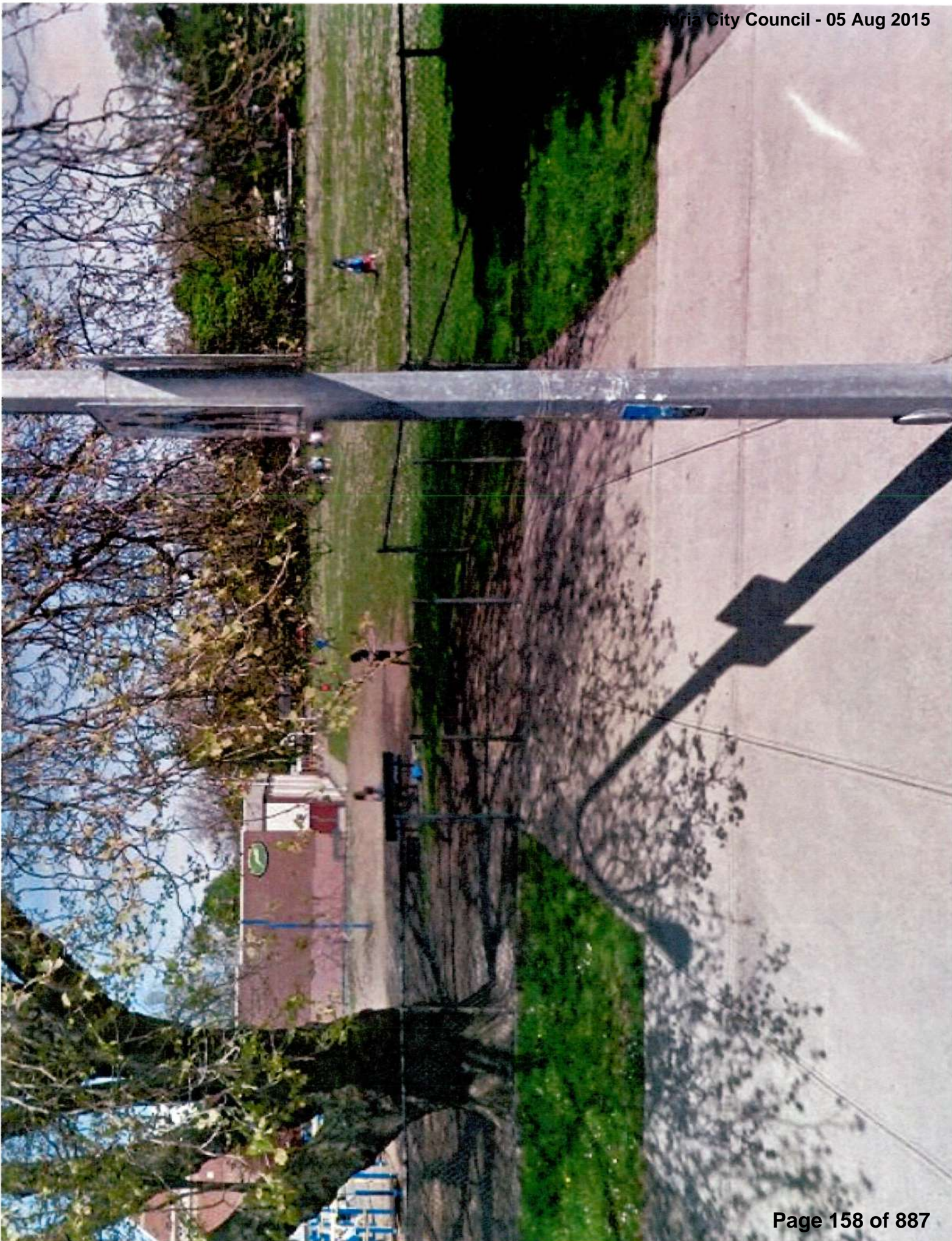
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2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Vanya McDonell Telephone: 250-382-4604
Mailing Address: 1330 Fairfield Rd., Victoria, BC, V8S 5J1 Email: development@fairfieldcommunity.ca
Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Fairfield Gonzales Community Association
Mailing Address: 1330 Fairfield Rd., Victoria BC, V8S 5J1
Contact Person: Vanya McDonell Email: development@fairfieldcommunity.ca Telephone: 250-382-4604
Registered under the *Society Act* or *registered Charity*? ☒ Yes ☐ No Society/Charity Registration Number: S-11840/ 128210259
RR0001

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Fairfield Food Forest 2015 Plantings
Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy
Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)? ☒ Yes ☐ No
Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

Grant funds are needed to purchase plants and supplies for the Fairfield Food Forest permaculture commons garden in Robert J. Porter Park. Original plantings from 2013 are beginning to mature and bear fruit. The next step is to plant understory food-producing plants, both annuals and perennials, to increase the food growing potential of the Fairfield Food Forest. Grant funds will be used to purchase plants, seeds, soil, soil amendments, mulch, and deer protection.

This project supports the **enhancement and steward of public spaces, green spaces, and food systems** by:

- using City-owned land for food production
- leveraging existing resources (land, community centre staff) with volunteer time to increase food production
- growing food in a public space that can be shared by all residents
- increasing volunteer engagement in support of food security in the City of Victoria

How many people will benefit from the project or program? 5000 Percentage of Greater Victoria Residents? 6.4% %

What target audience will benefit? Users of Fairfield Community Place programs and services, Moss Street Market attendees, neighbourhood residents, garden volunteers, Sir James Douglas school students and teachers, Porter Park users

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$1000 Amount Requested \$500
How much is the organization contributing? \$500

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: April 2015 Expected Completion Date: October 2016
Project or program Location: Robert J. Porter Park, Victoria



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Victoria City Council - 05 Aug 2015

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SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40 Total volunteer hours required: 100_____

Can the project or program occur without volunteer support? ☐ Yes ☒ No



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SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>At community celebration: Fall Fairfield</u> | |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

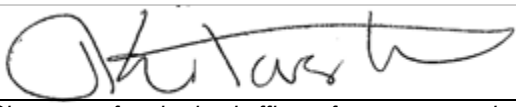


Signature of individual

Community Development Coordinator
Relationship to support organization (if applicable)

Vanya McDonell
Name

June 23, 2015
Date



Signature of authorized officer of support organization

Executive Director
Position

Joan Kotarski
Name

June 23, 2015
Date



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2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Vanya McDonell Telephone: 250-382-4604
Mailing Address: 1330 Fairfield Rd., Victoria, BC, V8S 5J1 Email: development@fairfieldcommunity.ca
Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Fairfield Gonzales Community Association
Mailing Address: 1330 Fairfield Rd., Victoria BC, V8S 5J1
Contact Person: Vanya McDonell Email: development@fairfieldcommunity.ca Telephone: 250-382-4604
Registered under the *Society Act* or *registered Charity*? ☒ Yes ☐ No Society/Charity Registration Number: S-11840/ 128210259 RR0001

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Fairfield Community Place Front Garden
Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy
Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)? ☒ Yes ☐ No
Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

Grant funds are needed to purchase plants and supplies for food growing in our front garden space. The garden already houses a variety of food producing plants (peach tree, pear tree, miner's lettuce, tomatoes, wintergreen berries, herbs), but there is potential to grow more food for the community in the space. The funds will be used to purchase annual and perennial food producing plants, mulch, soil, soil amendments, seeds, and deer protection.

This project supports the **enhancement and steward of public spaces, green spaces, and food systems** by:

- using City-owned land for food production
- leveraging existing resources (land, community centre staff) with volunteer time to increase food production
- growing food in a high traffic public space to showcase possibilities for non-traditional garden spaces
- providing opportunities for meaningful volunteer engagement in support of food security in Victoria

How many people will benefit from the project or program? 3000 Percentage of Greater Victoria Residents? 3.8%%
What target audience will benefit? Users of Fairfield Community Place programs and services, Moss Street Market attendees, neighbourhood residents

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$750 Amount Requested \$500
How much is the organization contributing? \$250

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: April 2015 Expected Completion Date: October 2016



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Project or program Location: Fairfield Community Place, 1330 Fairfield Rd.

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 100

Can the project or program occur without volunteer support? X Yes ☐ No



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**2015 Micro Grant
Application Form**

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Community Development Coordinator

Relationship to support organization (if applicable)

Vanya McDonell

Name

June 25th 2015

Date

Signature of authorized officer of support organization

Executive Director

Position

Joan Kotarski

Name

June 25, 2015

Date



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: FED Restaurant Society

Mailing Address: #415-620 View St., V8W 1J6

Contact Person: Heidi Grantner

Email: getfedvictoria@gmail.com

Telephone: 250-888-1217

Website: www.get-fed.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0061108

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

To increase food awareness and community engagement by creating a vibrant downtown district that fosters green spaces and showcases restaurants committed to reducing their ecological footprint.

Brief history and role in benefitting residents of Greater Victoria

The Food Eco District (FED) is a local non-profit that is working to create a downtown district that celebrates food and sustainability. FED envisions a vibrant and distinct neighbourhood in Victoria's downtown core that is marked by increased public spaces and greenways with an abundance of edible plants. This district will contribute to a much-needed conversation about food security and urban agriculture on the Island, and we hope it will attract tourists and locals alike. We are working with the local restaurant leaders to put this vision into reality.

How many paid staff at organization? Full Time: 0

Part Time: 1

How many volunteer staff at organization? 6

Total volunteer hours: ~15/week

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$19,500

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Vancity	\$8,000	Project co-ordination & administration, garden materials, marketing, website development, honorariums.
Coastal Community Credit Union	\$1,000	Garden materials.
In Kind - Gift Cards from member	\$5,000 value	Reimbursing volunteers, trading for materials



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restaurants		
In Kind – Design services	\$5,000 value	Urban garden design and implementation
In Kind – Website	\$500 value	Website

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: The Food Eco District (FED)

Brief description of the project or program and why the grant is needed.

FED works with restaurants to help them increase on-site food production by providing them with a free urban garden consultation and design, and helps co-ordinate the building and installation of planters and urban garden features. FED also hopes to complete urban agriculture projects in public spaces (eg. boulevards), and on other private land (eg. parkades and under-developed lots). Funds from the Strategic Plan grants would be used in part to compensate our horticulturalist, who is currently providing design services on a volunteer basis and whose capacity could be greatly increased with compensation. Funds would also be used for the maintenance of gardens and the removal and re-purposing of materials for temporary installations.

In addition to support for urban agriculture projects, FED needs funding to market the district and increase consumer and tourist traffic. FED hopes to design and publish a map of the district, create print materials such as posters for members, and host a FED Launch Party and other events that raise the profile of the project. Additional funding would be used to increase the capacity of the current Project Co-ordinator, who could greatly increase the scale of the project with more dedicated time.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☒ Innovate and Lead
- ☒ Engage and Empower the Community
- ☒ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☐ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable
- ☒ Facilitate Social Inclusion and Community Wellness
- ☒ Enhance and Steward Public Spaces, Green Spaces and Food Systems
- ☐ Complete a Multi-modal Active Transportation Network
- ☐ Nurture Our Arts, Culture and Learning Capital
- ☒ Steward Water Systems and Waste Streams Responsibility
- ☒ Plan for Emergencies Including Climate Change Short and Long Term
- ☒ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

In supporting the world's first Food Eco District, Victoria has an opportunity to innovate and demonstrate regional leadership. Bigger cities across North America have adopted the Eco Districts framework, however this project is unique in its focus on food and food security. FED's urban agriculture projects will help increase Island-grown food, enhancing food security and reducing the carbon emissions associated with importing over 90% of our current diet. We hope the planting of edibles in community spaces and at member restaurants will engage the community and increase community wellness.



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Since restaurants must achieve a minimum level of sustainable operations, as measured by the Vancouver Island Green Business Certification, FED helps support local businesses that are leading the way in environmental management.

How many will benefit from the project or program? 5,000 + Percentage of Greater Victoria Residents? 100%
Who is your target audience? Everyone! Downtown residents, other locals, tourists of all ages...



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**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 45,500 Amount Requested \$ 10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 0

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
FED member restaurants	Heidi Grantner	250-888-1217	\$5,000
Design services	Tara Campbell	250-508-7218	\$5,000
Red Raven Creative	Ryan Hamilton	416-660-9898	\$500

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Vancity	Andrea Di Lucca	250-995-7647	\$8,000
Coastal Community Credit Union	Kristin Hocking	250-716-2834	\$1,000

Grand Total of Other Funding Sources \$ 19,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Since FED is mostly volunteer-run, the program will not stop if we do not receive the funding requested. However, the capacity and scale of impact will be greatly increased with extra funds, as it will allow us to undertake larger projects and grow our member base.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: January 2015 To: December 2015

Project or program location: Victoria, BC (downtown core, Cook St. Village and Estevan Village)

Project or program timeline and major milestones.

Date	Milestone
July 2 nd , 2015	Installation of next urban garden project at The Village (satellite member)
August 20 th , 2015	FED Launch Party
September 2015	Installation of planters at the Atrium (tentative)
Fall 2015	Member recruitment push
December 2015	FED map designed/ updated with current members

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6-10 Total volunteer hours required: min. 25 hrs/wk

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☒ Other on printed map of district

☒ Newspaper Advertisement

☒ Newsletter

☐ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: FED Coordinator

Name: Heidi Grantner

Date: June 26, 2015

Food Eco District Project

REVENUES	Description	Total
Vancity Grant	For Overhead costs and local garden projects	8,000
Coastal Community Credit Union	grant	1,000
Private Donations	matching funds for projects, Jawl Properties etc	5,000
Other Grants	City, DVBA, Victoria Foundation, etc.	10,000
City of Victoria Grant	For Overhead costs and local garden projects	10,000
1% For the Planet Contributions incubator	Secured funds from 1% for the planet organizations	1,000
In Kind- Gift Cards	gift cards from restaurants, use as 'currency' \$250 ea	5,000
In Kind- Design Services	design for planters etc	5,000
In Kind- Website	\$500 for website services	500
TOTAL PENDING		26,000.00
TOTAL SECURED		19,500.00
Total Revenue		19,500.00

EXPENSES	Description	Total
Administration	15% to SSI	2,925
Project Manager	\$17/hour, 55-60 hours per month (\$1,000/month). Start March 31	2,500
Urban Garden Design & maintenanc	\$250 summer months to tara-maintenance	1,000
Garden Costs	soil, wood, hardware, etc	1,325
EcoDistrict Incubator		
Architectural Designer Honorarium	\$500-carly design honorarium (ideally-- not funded yet)	5,000
Marketing	Print materials, decals, pamphlets, signage, etc	750
Website	\$500 in kind, \$500 GC's, rest in cash (\$1000)	1,000
Gift Cards as Thank yous to Volunte	from FED restaurant members	5,000.00
Total Expense		19,500.00
Revenue less Expense		-

LEGEND

PENDING

SECURED

Grants	73%
Business	27%

PENDING

SECURED

CURRENT BUDGET

based on \$19,500

based on 20 members total

carry to 2016/ absorb variability in revenue

Janet Hawkins

From: FED Victoria <getfedvictoria@gmail.com>
Sent: Wednesday, Jul 22, 2015 4:25 PM
To: grants@victoria.ca; Public Hearings
Cc: Ben Clark; Jill Doucette
Subject: Re: Public Hearing Grant Questions
Attachments: bikekitchen.jpg

Good afternoon,

My sincere apologies for not responding to these questions before now! Please see my answers below:

1. Clarify what is meant by a bike kitchen.

A bike kitchen is essentially a bike repair toolkit, usually installed on the street for public use. Bike kitchens allow cyclists to repair minor bike issues like flat tires and broken chains free of charge while out and about. Saanich recently installed one (see the picture attached). While the FED team believes a bike kitchen would be a great addition to the FED district, it is not a project that we are considering for this year, and this grant money would not be allocated specifically to its installation.

2. Elaborate on the general community benefit for the proposed initiatives, distinct from the benefit for member restaurants, noting the City's inability to subsidize businesses.

FED's is primarily a project for the community. While we are working with local business partners to make this neighbourhood a destination, the vision extends beyond the restaurants in the district to the streets, alleyways, parking lots and all under-utilized concrete spaces. A vibrant FED district will contribute to the community in the following ways:

- urban beautification and food production (install street-side planters growing edibles for anyone walking by);
- community spaces (curate new community spaces that connect people to their food);
- food education (host events like walking tours and canning/preserving workshops).

3. How are you going to address issues around older buildings in the City and the weight of roof top gardens; how that is a disadvantage and what are you doing to address that?

Rooftop gardens can be a fantastic use of under-used urban spaces, and can help manage stormwater and reduce the urban heat island effect. If FED were to consider a rooftop garden project, we would work primarily with new buildings that could meet the structural requirements of a green roof, or possibly we would find a property owner partner who would commit to making the necessary structural upgrades to an existing building. However, as with the bike kitchen, we do not currently have any rooftop gardens planned and this grant money would not be used for this purpose.

Thank you for your consideration and please let me know if there is any other information I can provide.

Kind regards,

Heidi.

On Wed, Jul 22, 2015 at 3:48 PM, grants@victoria.ca <grants@victoria.ca> wrote:

Hi there,

FED Restaurant Society was emailed the following questions and requested a response via publichearings@victoria.ca, and have not received a response.

Please respond to the following questions by **4:30pm** today to be eligible to provide additional information.

FED Restaurant Society

1. Clarify what is meant by a bike kitchen.
2. Elaborate on the general community benefit for the proposed initiatives, distinct from the benefit for member restaurants, noting the City's inability to subsidize businesses.
3. How are you going to address issues around older buildings in the City and the weight of roof top gardens; how that is a disadvantage and what are you doing to address that?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am on **Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Natalie Goulet

Financial Analyst – Budgets

Finance Department

City of Victoria

1 Centennial Square

Victoria, BC V8W 1P6

T [250.361.0554](tel:250.361.0554) F [250.361.0278](tel:250.361.0278)



--

Jeff Wright

FED Program Manager

getfedvictoria@gmail.com

get-fed.ca





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Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Heidi Grantner Telephone: 250-888-1217
Mailing Address: #415-620 View St., V8W 1J6 Email: getfedvictoria@gmail.com
Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: FED Restaurant Society
Mailing Address: #415-620 View St., V8W 1J6
Contact Person: Heidi Grantner Email: getfedvictoria@gmail.com Telephone: 250-888-1217
Registered under the *Society Act* or *registered Charity*? ☒ Yes ☐ No Society/Charity Registration Number: S-0061108

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Food Eco District (FED)
Which guidelines does this project or program fall under? ☒ Boulevard Gardening Guidelines ☐ Community Garden Policy
Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)? ☒ Yes ☐ No
Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

The Food Eco District (FED) is a local non-profit that is working to create a downtown district that celebrates food and sustainability. FED envisions a vibrant and distinct neighbourhood in Victoria's downtown core that is marked by increased public spaces and greenways with an abundance of edible plants. This district will contribute to a much-needed conversation about food security and urban agriculture on the Island, and we hope it will attract tourists and locals alike. We are working with the local restaurant leaders to put this vision into reality. Big Wheel Burger, a carbon neutral restaurant in Cook St. Village and FED's first 'satellite' member, is currently raising funds to install an edible FED garden and seating area in the boulevard strip along McKenzie St. Funds from the micro-grant will go towards the purchase of materials for this space, which will be built for all members of the Cook St. Village community to enjoy. The boulevard garden and seating area will beautify an under-used section of the Village and add edible greenery where grass used to be.

How many people will benefit from the project or program? ~500/day Percentage of Greater Victoria Residents? ~75%
What target audience will benefit? Residents of and visitors to Cook St. Village – all ages and abilities!

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 2,500 Amount Requested \$ 500
How much is the organization contributing? \$1,500 raised by Big Wheel Burger to date

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: October 2015 Expected Completion Date: December 2015
Project or program Location: Boulevard strip outside Big Wheel Burger (341 Cook St.) at Cook St. and McKenzie

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8-10 Total volunteer hours required: 40
Can the project or program occur without volunteer support? ☐ Yes ☒ No



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2015 Micro Grant Application Form



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**2015 Micro Grant
Application Form**

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Name
Heidi Grantner

Relationship to support organization (if applicable)
Project Coordinator

Date
June 26, 2015

Signature of authorized officer of support organization
N/A

Position

Name

Date



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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Avenue

Contact Person: Shonna Bell

Email: shonna@fernwoodnrg.ca

Telephone: 250-381-1552 ext 107

Website: fernwoodnrg.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-14959

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 107380982 RR001

Organization mission/mandate

1. The purposes of the Society are:

- a) to provide, administer, and maintain a multi-use facility for the community of Fernwood;
- b) to provide childcare, parenting classes, programs for senior citizens, and a community garden for the benefit of the community of Fernwood;
- c) to provide and operate non-profit residential accommodation and incidental facilities for adult persons of low income; and
- d) to undertake activities ancillary and incidental to the attainment of the above purposes.

Brief history and role in benefitting residents of Greater Victoria

Fernwood NRG has been providing service to Fernwood in partnership with the City of Victoria since 1979. Fernwood NRG works to improve the quality of life for people living in the Fernwood community by providing recreation programming, building neighbourhood capacity, providing affordable housing and childcare, and managing a suite of properties and buildings including the Fernwood Community Centre.

How many paid staff at organization? Full Time: 20 Part Time: 15

How many volunteer staff at organization? 250 Total volunteer hours: 10,000+

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 1.595 million

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Grants/Contracts	\$443,000	Support Prenatal Health and Nutrition, Family Resource Programs, Recreation programs and Rentals, Childcare
Childcare Fees	\$533,000	Fee for Service
Rentals	\$365,000	Affordable Housing, Commercial Space
Program Fees	\$168,000	Good Food Box, Other Program Revenue.
Donations/ Fundraising	\$80,000	Support administrative overhead and remaining program costs.



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Healthy Families

Brief description of the project or program and why the grant is needed.

The Healthy Families Program consists of the Fernwood Family Dinner where Fernwood NRG provides a nutritionally balanced meal to families as well as one-on-one support from trained staff. Fernwood NRG has been running the family dinner since June 2013. In that time the number of participants has grown from 60 individuals (approximately 20 families) to 135 individuals (approximately 45 families). The increase can be attributed to a growing reputation with the families of George Jay Elementary School (with a majority of low income families) and local subsidized housing projects. The continual increase in participants has made the dinner difficult for Fernwood NRG to sustain. With financial support from City of Victoria, Fernwood NRG will be able to continue to provide a healthy meal to neighbourhood families, and a safe space for families with children to gather, build community, and receive support from qualified support workers as required.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The Healthy Families Program enhances the quality of life of those families who are most at risk. The program reduces isolation in marginalized families by bringing them together which further creates an opportunity to provide support, a forum for discussion topics, and a place for staff to model parenting strategies. We believe that providing inclusive community space for families is the best way to support children in our community. Increased social and emotional skills for children are achieved through children and parents interacting in a group setting where there is opportunity to develop these skills. Increased support for children is achieved through resources provided to parents, assurance that parents' needs are met or referrals provided. Increased health and well-being is achieved through the provided meal and other food resources such as meal ideas and cooking skills. Enhanced parenting capacity is achieved through the activities provided which focus on providing ideas, options and strategies for parents to use outside of the group. Enhanced parenting capacity is also be achieved through the opportunity for parents to express their needs and concerns to staff and to other parents, and have their concerns addressed. We believe that parents who feel supported can in turn better support their children's development. As well, parents are encouraged to volunteer with meal preparation and washing up, helping to build a long-term connection to the Community Centre.

How many will benefit from the project or program? 5,000 visits Percentage of Greater Victoria Residents? 100%

Who is your target audience? Low income, marginalized families with children.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$27,000 Amount Requested \$9,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0%

How much is the organization contributing to this project or program? \$10,000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Community Gaming Grant	John Mazure	250 387-1301	\$4,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
ColdStar Solutions Inc.	Jennifer Hawes	250-381-3399	\$4,000 (food donation)
Fernwood NRG	Lee Herrin	250-381-1552 ext 103	\$10,000 (organization staffing contribution)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$18 000

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We will have to limit the number of people who can attend each week, reducing the impact of the program.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: June 2015 To: June 2016

Project or program location: Fernwood Community Centre

Project or program timeline and major milestones.

Date	Milestone
This program will occur every Monday except statutory holidays and during Christmas break and the Monday after FernFest.	We will host approximately 45 dinners in a 12 month period.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 1800

Can the project or program occur without volunteer support? ☒ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter- Village Vibe

☐ Sponsor Plaque

☒ Annual Report

☐ Other _____

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: EXECUTIVE DIRECTOR

Name: LEE HERRIN

Date: 26 JUN 2015

Fernwood Healthy Families Budget 2015/16

PROGRAM/PROJECT EXPENSES	In Kind	Amount Requested	Total Expense
Program Salaries & Benefits <ul style="list-style-type: none"> ▪ Program Coordinator ▪ Family Resource Worker ▪ Family Response Worker 	\$14,000 Fernwood NRG	\$0	\$14,000
Program Materials & Supplies <ul style="list-style-type: none"> ▪ Food ▪ Compostable Plates (until we complete our kitchen renovations to include better washing up facilities—in progress) ▪ Kitchen Supplies 	\$4,000 Cold Star	\$9,000 City of Victoria	\$13,000
Grand Total Expenses	\$18,000	\$9,000	\$27,000

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Friends Uniting for Nature Society

Mailing Address: #3 1441 Store St. Victoria BC, V8W 3J6

Contact Person: Lucas Ker

Email: lucas@funsociety.ca

Telephone: 250-891-1067

Website: www.funsociety.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☐ No

Society Registration Number: _____

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 800303158RR0001

Organization mission/mandate

At FUN Society, we believe kids truly can change the world. Our mission is to empower them with the skills, tools and support to make it happen. We help transform youth from all walks of life into agents of positive change.

Brief history and role in benefitting residents of Greater Victoria

FUN Society has delivered environmental education and leadership summer camps to youth in Victoria since 2010. Each year our goal is to provide at least one third of our camp spaces free of charge to low-income families. In 2011 we added our FUN Champs Social Change award where mentorship and training are provided free of charge to youth throughout the school year to provide them with the skills and confidence necessary to bring a social change project of their own design from an idea to a reality.

How many paid staff at organization? Full Time: 1 Part Time: 4-5 _____

How many volunteer staff at organization? 20-30 _____ Total volunteer hours: 3000+ _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$149,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Camper Registration Fees	\$25,000	Operations / Salary
Canada Summer Jobs	\$13,000	Salary
Scholarship Donations	\$20,000	Programming
Grants (Camps)	\$64,000	Programming / Operations
Grants (Champs)	\$27,000	Programming

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: FUN Champs

Brief description of the project or program and why the grant is needed.

FUN Champs is a social change awards program that provides children and youth ages 6 to 16 with the weekly one-on-one mentorship, monthly group team and skill building workshops, and the financial support they need to turn their dreams of creating a better world into a reality

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-model Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empower the Community: FUN Champs programs engage children and youth 6 – 16 to realize their own potential. Their “Passion Projects” are specifically designed to improve their local schools and communities and engage peers and community members in the process. Through the various stages of envisioning, designing and carrying their own projects to completion, they not only engage with their community, but they realize their own potential to enact positive change.

Facilitate Social Inclusion and Community Wellness: Through our FUN Camps in the summer, FUN Society works with third-party organizations who work directly with low income, at-risk, and recent immigrant families to source over one third of our campers free of charge. Last year, 40% of campers who continued on to our FUN Champs Program, began their time with FUN Society as scholarship recipients.

Enhance and Steward Public Spaces, Green Spaces and Food Systems / Complete a Multi-model Active Transportation Network / Nurture Our Arts, Culture and Learning Capital: As the “Passion Projects” designed by our FUN Champs come from their own interests, they are very diverse. These projects typically fall within the bounds of the above Strategic Plan Objectives. In the past two years alone FUN Champ projects have included creating school and community gardens, organizing alternative transportation initiatives from walking school busses to bike rallies, protecting endangered species and habitat, artistic exhibitions and community art initiatives, and much much more!

How many will benefit from the project or program? 5000 + Percentage of Greater Victoria Residents? 85%

Who is your target audience? 20 FUN Champs (aged 6 – 16) their families, schools and communities

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$32,302_____ Amount Requested \$8,000_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15.5_____%

How much is the organization contributing to this project or program? \$10,402_____

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
The Victoria Foundation	Sandra Richardson	250-381-5532	\$5000
The Sitka Foundation	Lauren Storer	604-718-7119	\$5000
TD Friends of the Environment	Rayhaneh Kheradbakhsh	604-654-8832	\$3000 (Pending)

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Carmanah Management Corp	David Green	250-381-5050	\$300

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount
Individual Donors	Various	N/A	\$600

Grand Total of Other Funding Sources \$13,900_____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without full funding we may be forced to accept fewer children into the FUN Champs Program. This occurred last year and we were also forced to reduce the amount of financial support we provided to our FUN Champs. Additionally, as occurred last year, FUN Champ Mentors may be forced to reduce their paid support hours and instead volunteer their time to an extent.

SECTION 6. PROJECT OR PROGRAM TIMELINEProject or program dates From: Sept 5, 2015 To: June 24, 2016Project or program location: Monthly meetings: #3 – 1441 Store St. Victoria, BC. Other meetings and project location vary

Project or program timeline and major milestones.

Date	Milestone
Sept 5, 2015	20 children and youth pitch their idea at our Gala and are awarded a space in our FUN Champs Program
Sept 11 / 12, 2015	Team building field trip
Sept 13, 2015 – May 31, 2016	Weekly one on one meetings between FUN Champs and their Mentor
Oct 1, 2015 – May 31, 2016	Monthly group leadership and skill building workshops
June 18 / 19, 2016	Final FUN Champs game closing celebration
June 24, 2016	Deadline for completion of all individual FUN Champs Projects

SECTION 7. PROJECT OR PROGRAM VOLUNTEERINGHow many volunteers will work on this project or program? 6 Total volunteer hours required: 250Can the project or program occur without volunteer support? ☒ Yes ☐ No**SECTION 8. PUBLIC ACKNOWLEDGEMENT**

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>Funders Report / Logo at events</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: Operations ManagerName: Lucas KerDate: June 25, 2015

FUN Champs Project Budget

Item	Cost	Quantity	Total
FUN Champs Mentor Salary	\$5920	2	\$11,840
Portion of Operations Manager Salary	\$5180	1	\$5180
Employee MERCS	\$2002	1	\$2002
Staff Training	\$400	1	\$400
Gala rental fee	\$500	1	\$500
Monthly meeting space rental	\$30	10	\$300
FUN Champs Passion Project Award	\$500	20	\$10000
Team building Field Trips	\$350	2	\$700
Refreshments for group meetings	\$20	9	\$180
Guest Lecturers	\$200	4	\$800
Environmentally sustainable art supplies	\$20	20	\$400
Total			\$32,302



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Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Eileen Coyle Telephone: 250-382-4141
Mailing Address: 932 Market St. Email: eileenchix@gmail.com
Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: George Jay Elementary School PAC, partnering with SD61
Mailing Address:
1118 Princess Ave, Victoria, BC V8T1L3
Contact Person: Leslie Lee Email: llee@sd61.bc.ca Telephone: (250) 385-3381

Registered under the *Society Act or registered Charity*? ☐ Yes ☐ No Society/Charity Registration Number: 10679 9927 RR0001

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Indigenous Planting, Natural Playscape
Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy
Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)? ☒ Yes ☐ No
Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

A Natural Playscape and learning space is currently being built at the South East corner of the school field. This is an area accessible to the public and to the children of the school, and it is also well-used by private daycares that are located nearby. The Parents Advisory Council would like to support the project and applying for this grant would allow us to provide indigenous plants to be planted around the perimeter of the Natural Playscape. The space is designed to enhance our ability to teach the children about indigenous plants, stewardship, and food systems.

How many people will benefit from the project or program? 500+ Percentage of Greater Victoria Residents? 50%

What target audience will benefit? school children, residents of the area

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$500 Amount Requested \$500
How much is the organization contributing? We've contributed to the construction of the play site and will continue to be contributing to the space, financially and as volunteers.

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: September 2015 Expected Completion Date: November 2015
Project or program Location: George Jay Elementary School Field, South-East corner

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING



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Victoria City Council - 05 Aug 2015

2015 Micro Grant Application Form

How many volunteers will work on this project or program? We have the potential volunteers lined up as needed

Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☒ Yes ☐ No



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Victoria City Council - 05 Aug 2015
**2015 Micro Grant
Application Form**

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|---|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Relationship to support organization (if applicable)

Name

Date

Signature of authorized officer of support organization

Position

Name

Date

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Cycling Coalition (GVCC)

Mailing Address: PO Box 8586 Station Central, Victoria, B.C. V8W 3S2

Contact Person: Ray Straatsma - Project Manager

Email: info@gvcc.bc.ca / straatsma.ray@gmail.com

Telephone: 250-294-4346

Website: www.gvcc.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No

Society Registration Number: #S-27514

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

The purpose of the GVCC is to promote and improve conditions for cycling in Greater Victoria. Our mission goals are to:

- Encourage more people to ride bicycles more
- Improve cycling education for all road users and residents
- Facilitate communication between cyclists, governments, community and business organizations
- Improve facilities and conditions for everyday bicycle use as transportation
- Develop and share information and communications materials that promote bicycle investments and usage.

Brief history and role in benefitting residents of Greater Victoria

The Greater Victoria Cycling Coalition is a volunteer-based non-profit organization that hosts and promotes educational activities and events that help "more people cycle more places, more often." The GVCC has been active in Victoria for almost 25 years. We have over 500 members, and dozens of volunteers. We work closely with supportive partners, municipal governments, businesses and community organizations to promote and advocate for smart urban design, bike-supportive infrastructure and citizen engagement.

Over the years, the GVCC has hosted and organized many successful events and activities to support active transportation – including 5-6 educational theme rides every year; design workshops and presentations – as well as ongoing research & communication with the cycling community and decision-makers to help shape and improve bicycle facilities in Victoria area.

How many paid staff at organization? Full Time: NO

Part Time: one temp. PT/volunteer coordinator

How many volunteer staff at organization? 20-25

Total volunteer hours: 2000 +

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$18,000 - \$20,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Membership Fees	\$7000	Website, Cycle Therapy newsletter, Admin.
Bike Count Volunteer Donations (via CRD)	\$1000	Volunteer and member events.
Rides, Events, Services	\$2000	Ride promotion, community events, AGM
Project Grants	\$5,000 - \$10,000	Public events & communication; venue rentals; volunteer stipends; paid project coordinator(s)

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **TransForm Speaker Series & Two Wheels Good: Community Events and Engagement**

Brief description of the project or program and why the grant is needed.

In the fall of 2015, the *Greater Victoria Cycling Coalition* (GVCC) will organize and co-host a series of public presentations, workshops and creative community activities to encourage ongoing citizen dialogue about city building, urban design and active transportation in the City of Victoria. Our primary partner for these public events will be the *Greater Victoria Placemaking Network* (GVPN).

In addition, the GVCC will develop communication tools and compile compelling research and content that promotes the broad benefits of cycling investments and increased bicycle ridership in Victoria – to complement and support the City's expanded investments in new bicycle facilities.

This proposal follows from and expands upon GVCC projects: our *Bikes Means Business* report (Feb. 2014); and our successful *TransForm Event Series* (July 2014-Feb. 2015). As with those initiatives, this program proposal will also build upon ongoing partnerships and relationships we have built with like-minded local non-profit groups, the Victoria business community and the City of Victoria.

We are seeking support for the following program of specific events and activities.

- Season Two of the TransForm Event Series (two main events, Fall 2015 - several more planned for 2016)**
 - Reimagining the Street (late September week or weekend):* Presentation/design event featuring urbanist/designer Mike Lydon (StreetPlans.org) followed by a citizen-led pilot project(s) and street design event(s). Likely location: Cook St. adjacent to Beacon Hill Park. *Partners/Participants:* GVPN; City of Victoria; local design professionals and organizations.
 - Great Streets Summit (October/November):* Presentations, community dialogue and engagement on future potential and vision for Victoria's main streets (e.g. Douglas Street; Fort St.; Pandora, Government, Cook St.) Possible guest speaker: Brent Toderian, former Planning Director, City of Vancouver. *Partners/Participants:* GVPN; Downtown Victoria Business Association; Fabulous Fort; Fort St. Properties; Cascadia Architects.

2. *Two Wheels Good: Community Engagement and Outreach*

Our *Two Wheels Good* project will produce and share quality communication tools and compelling information (e.g. infographics, photo booths of diverse bike riders in Victoria, public presentations, website and social media content) that educate citizens and promote the benefits of bicycle usage for broad diverse audiences (current cyclists, novice bike riders,

drivers and residents). These communication materials will be shared and presented at TransForm events in 2015 (and 2016), other public events, and via local media, community networks and social media. The *Two Wheels Good* communication and outreach campaign can also:

- Compile and share compelling research, evidence and examples from other cities, to demonstrate the benefits and successes of high quality bicycle investments;
- Assist the City of Victoria in promoting an expanding bicycle network, and adaptation of cyclists/motorists /pedestrians to new types of bike infrastructure (e.g. protected bike lanes; related road re-design);
- Explore and review successful education and communication campaigns that have addressed interaction, courtesy and safety among different transportation users – for a possible communication initiative in 2016.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Yes Innovate and Lead | <input type="checkbox"/> Y Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Y Engage and Empower the Community | <input type="checkbox"/> Y Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Y Strive for Excellence in Land Use | <input type="checkbox"/> Y Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Y Create Prosperity through Economic Development | <input type="checkbox"/> Y Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Y Demonstrate Regional Leadership |
| <input type="checkbox"/> Y Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The City of Victoria has recently committed to significant investments in bicycle facilities, including the first protected bike lanes downtown (Pandora Ave., with more to come). Community-oriented information and education can highlight the benefits of this growing **multi-modal active transport network**, and ensure success and support for those public investments.

The *TransForm Speaker Series* and *Two Wheels Good* outreach program seeks to **engage and empower the community** and **nurture learning capital** to educate local residents about best practices in contemporary urban design, bicycle planning and community-inspired placemaking. CarFreeDayYYJ, the rainbow crosswalks at City Hall, and the new Forr St. parklet all demonstrate broad public interest and support for **excellence in land-use** and a desire to **enhance and steward public spaces**. The *TransForm Speaker Series* and our *Two Wheels Good* project will celebrate and communicate the opportunities in Victoria to recreate and redesign similar public spaces, places and streets for broad community benefit. The program will demonstrate and support continued community and municipal opportunities and efforts to **lead and innovate** and **demonstrate regional leadership**.

Our citizen-led design activities, workshops and communication initiatives will promote and elevate community dialogue about city building, placemaking and active transportation in Victoria. Further, we seek to cultivate and engage a broad array of partners and participants, to ensure **social inclusion and community wellness** – for example, by actively



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promoting the benefits of an "all-ages and abilities" bicycle network that can be enjoyed and used by both eight- and eighty-year olds.

The evidence is clear: Cities that nurture and promote active transportation, quality urban design, and unique public spaces attract innovative cutting-edge businesses (e.g. the tech sector) and in-demand employees (e.g. 'creative class' millennials). Vibrant cities create **prosperity through economic development**. We have recruited and **nurtured** partners in the **arts, culture** and design communities, as well as local businesses and developers to participate in and promote the proposed public events and initiatives outlined in our proposal.

Finally, we note our Program proposal is intended, in part, to fulfill the City Council motion passed on May 21, 2015: *"Work with partner organizations, including the Greater Victoria Cycling Coalition, Bike Victoria, Women's Everyday Bicycling (WeBike) Association and the Greater Victoria Placemaking Network, to host a public information series in September 2015 on cycling facilities, active transportation and placemaking in the City of Victoria."*

How many will benefit from the project or program?

We expect to attract diverse groups of citizens and residents in Victoria to our events and activities. Almost 900 people attended our *TransForm Series* in 2014-2015. Over one-third of Victoria residents regularly walk or bike to work, school, or for everyday services – most of whom would directly benefit from improvements to pedestrian and bicycle infrastructure, and the redesign of public spaces and neighbourhood streets in the City. We also seek to educate and inform broader groups of residents – those 'interested but concerned' citizens who would like to bike and walk more often, but have anxieties and (mis)perceptions about safety, convenient routes, rules of the road, riding with families and kids.

Percentage of Greater Victoria Residents?

About 10-12% of Victoria residents ride bicycles for transportation, and over 23% regularly walk to work. These active transportation users – and many more who seek to integrate 'active living' into their daily routines - are all potential audiences for our communication materials and public events.

Who is your target audience?

Our primary audience is Victoria-area citizens with an interest in city building, public space and active transportation, plus select professionals (designers, architects, planners, engineers) working in urban design and planning. However, we believe there is wide public interest in the broader community about active transportation, the built environment, more interesting streets and innovative urban design. We hope to engage that wider audience through this program.

PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 45,500 Amount Requested \$ 17,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 18%

How much is the organization contributing to this project or program? \$ \$3,000

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
District of Saanich	Mark Boysen	250-475-5494 ext.3466	\$4000

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Rethink Urban Consulting	Lorne Daniel	250-589-8712	\$2000

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
VanCity Credit Union (Pending)	Andrea Di Lucca	250.995.7647	\$5000
Greater Victoria Cycling Coalition	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$3000

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Cycling Coalition (volunteers, Board etc)	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$5000
Greater Victoria Placemaking Network (volunteers, etc)	Lorne Daniel / Jim LaMorte	778-433-0694 / 250-213-9221	\$3000
Living the New Economy	Jason Guille	250-385-5227	\$2000

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Downtown Victoria Business Association - DVBA	Ken Kelly	250-386-2239	\$1500

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount
DVBA	Ken Kelly	250-386-2239	\$3000

Grand Total of Other Funding Sources \$28,500 (\$12,000 confirmed, \$5000 pending, \$11,500 in kind or waived fees)

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We would seek additional funding and/or in-kind support for our program of events. Alternatively, the GVCC and GVPN would scale back our planned TransForm events for fall 2015. Similarly, we would seek to reduce costs and scope of our

planned *Two Wheels Good* communications materials. Fewer people would be reached and engaged, but we could shift some events to 2016 or beyond.

SECTION 5. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: venues and sites in City of Victoria (possible Cook St. near Beacon Hill Park)

Project or program timeline and major milestones.

Date	Milestone
August	event planning and programming; research; recruit volunteers/participants
September	Research/graphic design/ pre-production of <i>Two Wheels Good</i> campaign materials
late September	Active Streets Week (or Weekend); Presentation and Street Pilot (& test Tool Kit with GVPN)
October	Release of <i>Two Wheels Good</i> package: infographics, photos, social media, promo materials
October	Great Streets Summit – Presentations on future of (e.g.) Fort, Douglas Pandora, Cook Streets.
November	present at Living the New Economy (live event and webcast)

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50-60 volunteers Total volunteer hours required: 500-700 hours

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website - yes

☒ Social Media - yes

☐ Sponsor Plaque

☒ Other verbal recognition at events, banners etc.

☐ Newspaper Advertisement

☒ Newsletter - yes

☒ Annual Report - yes

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: President



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Name: Edward Pullman

Date: June 25, 2015

TransForm-2 Wheels GVCC budget CoV Strategic grant 2015**Budget** **EXPENSES***TransForm Event Series (co-hosted w Placemaking Network)*

speaker fees / honoraria	\$15,000
venue rentals & costs	\$1,000
audio visual rentals & set up	\$1,700
event planning & coordination	\$6,500
travel, accommodation for speakers	\$4,000
graphic recording & illustration	\$2,000
street event materials (chalk, paint)	\$750
promotion and printing	\$2,000
SUBTOTAL	\$32,950

Two Wheels Good [2WG] - bicycle outreach/comms program

graphic design - contractor	\$1,200
website- new pages, design and content	\$1,000
2WG program planning & coordination	\$5,000
promotion/communication costs	\$500
video/photo/powerpoint production	\$1,300
materials and distribution	\$500
printing	\$1,000
SUBTOTAL	\$10,500

Administration

meeting space	\$200
financial services	\$150
organizational promotion - print & media	\$600
communication services (writing/research)	\$1,000
office supplies	\$100
SUBTOTAL	\$2,050
TOTAL	\$45,500

<i>Total Budget for GVCC Grant appl.</i>	\$45,500
<i>Request to City of Victoria -Strategic Grant</i>	\$17,000

prepared by Ray Straatsma,
Rstreets Communications for GVCC, June 2015

Janet Hawkins

From: Ray Straatsma <straatsma.ray@gmail.com>
Sent: Monday, Jul 20, 2015 10:10 AM
To: Public Hearings
Cc: info@gvcc.bc.ca
Subject: GVCC response to: Questions regarding your grant submission to Victoria Council

Greetings,

Here are our answers to the questions posed by Council regarding our Strategic Plan grant proposal. Thank you for the opportunity.

Regards, Ray Straatsma

m. 250.818.9266

1. Is there an opportunity to use one of the Transform Events to partner with the City in its public engagement around the City's proposed Cycling Network?

The GVCC is a volunteer-led organization that promotes and advocates for better cycling conditions in Greater Victoria. Our TransForm Event Series is designed to inform and educate citizens, community leaders and professionals about best practices in contemporary urban design, bicycle planning and city building. TransForm events have been supported and sponsored by multiple partners – from the CRD to Jawl Properties to the Greater Victoria Placemaking Network - and many more.

We welcome a partnership with the City of Victoria. For this particular grant period (mid-Aug to Dec 2015), the TransForm event series will address the City's proposed cycling network – via the 'Great Streets' theme, but also through engaging presentations about bicycle transportation, street design and pilot projects. We hope to continue such efforts into 2016.

Both Lorne Daniel (GVPN) and Ray Straatsma (GVCC) have met several times with Katie Hamilton (Director, Citizen Engagement & Strategic Planning) to discuss opportunities to highlight the city's plans. We have also approached several local planning firms (Urban Systems, City Spaces),

developers and businesses about participation in the series – and all are quite interested to support our efforts.

2. Further, what opportunities do you see for partnering with Citizen Engagement and Engineering specific to enhancing the work the City is doing?

Victoria is a bike-friendly city with strong ridership numbers. But as with many cities, there remains considerable misinformation or resistance about bike design, facilities and investments. We hope to significantly elevate the public discussion about city cycling and its benefits, and educate Victoria citizens about the value of enhanced investments in bike lanes and related infrastructure.

Both the TransForm events and Two Wheels Good outreach efforts are about engaging community leaders and citizens with creative and effective communication.

For example: we expect at least one (or two) of our events will include public design workshops, tours or pop-up events where specific streets can be explored to review opportunities and challenges around improved walking and cycling. As well, compiling and sharing current data about vehicle, bike and pedestrian patterns can help inform and demonstrate the value of improving facilities for active transportation in Victoria. Partnerships with the City's Engagement and Engineering team to realize those and related activities would be very welcome.

3. Are you going to request funding from all municipalities?

We will approach a number of municipalities for support of the TransForm event series. The material and content of our program has relevance across the region– and the GVCC does try to address cycling issues throughout the Victoria area. (For our Happy City event, we received support from Oak Bay, Saanich and Victoria).

However, as stated above, our events for this fall season (Sept –Dec 2015, the timeframe of this grant period) are generally oriented to complement the City of Victoria's bike plan. Still, we secured a grant this year from the District of Saanich in support of this fall's TransForm Event series. The District expects at least one event or forum take place at a Saanich venue. We expect other municipalities would like to see the same with regard to event locations. But doing so effectively is challenging, in terms of marketing, attendance and timeliness.

With continued success of the TransForm series and our related activities, we hope to address broader regional issues in 2016, 2017 and beyond – and expect to secure broader municipal support in the near future.

On 16 July 2015 at 18:37, Public Hearings <PublicHearings@victoria.ca> wrote:
Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Greater Victoria Cycling Coalition

1. Is there an opportunity to use one of the Transform Events to partner with the City in its public engagement around the City's proposed Cycling Network?
2. Further, what opportunities do you see for partnering with Citizen Engagement and Engineering specific to enhancing the work the City is doing?
3. Are you going to request funding from all municipalities?

Please note I have copied staff in Engineering and Citizen Engagement and Strategic Planning for their information.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services



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E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**

☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Placemaking Network Society

Mailing Address: 303, 1158 Fairfield Road Victoria V8V 3B1

Contact Person: Lorne Daniel

Email: lorne@victoriaplacemaking.ca

Telephone: 250-589-8712

Website: www.victoriaplacemaking.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0064132

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

The purposes of the Society are:

- (a) to promote the planning and development of healthy and inviting public spaces in Greater Victoria.
- (b) to foster public engagement in urban planning issues in Greater Victoria.
- (c) to advocate for public spaces and streets that support diverse citizen needs and interests.
- (d) to engage in community projects that demonstrate constructive placemaking.

Brief history and role in benefitting residents of Greater Victoria

Greater Victoria Placemaking Network was formed in September 2014 following 18 months during which a group of citizens had gathered for urban discovery walks in neighbourhoods that included Oaklands, downtown, and Burnside Gorge. The group saw the value of a non-profit group to promote healthy and inviting public spaces and streets in Greater Victoria. The group held monthly meetings from September 2014 through June 2015 and initiated or participated in public space events that included "chair bombing" in the Central Library atrium and at Millie's Lane, a space design conversation on Rockland Greenway, and a series of Jane's Walks.

We have also done presentations as part of the Dockside Green Dialogues series and the Growing Health Cities Conference, co-sponsored the Charles Montgomery talk at TransForm, and spoken to a variety of organizations including the Victoria Community Associations Network.

We have participated in Mayor Helps' Pandora Task Force, where we are assisting with placemaking enhancements to foster a healthy street environment in the vicinity of Our Place shelter.

We have regularly attracted 30-50 people to meetings and have an active online membership, with hundreds of people receiving our web newsletter and participating in our Facebook group. We are also active on Meetup and Twitter. We have successfully engaged a broad spectrum of Victoria residents, including children, young adults, seniors, working and retired professionals, and business people.

Our members have begun constructing a "Great Streets Tool Kit" and are planning a series of public events for fall 2015. In the longer term future, we look forward to helping advance neighbourhood placemaking projects including urban village planning and local area plans in the City.

How many paid staff at organization? Full Time: 0

Part Time: 0

How many volunteer staff at organization? 20 – all part-time

Total volunteer hours: 1000+

2015 Strategic Plan Grant Application Form

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 6140 (Sept 2014-Aug 2015)

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Dockside Green	\$ 1000	fall 2015 program
Rethink Urban consulting	\$ 5000	operational expenses including venues; support of 2014 TransForm series; original website development; logo; printing; incorporation
member donations	\$ 140	operational expenses

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: TransForm Event Series and Great Streets Tool Kit

Brief description of the project or program and why the grant is needed.

We are proposing two linked projects: collaboration on *TransForm Event Series* and the creation of a *Great Streets Tool Kit*.

TransForm Event Series

In September 2015 we propose to collaborate with Greater Victoria Cycling Coalition, the City of Victoria and others to create two engaging **TransForm** events: (1) *Reimagining the Street* (September) would include a presentation on 'tactical urbanism' (quick, inexpensive space improvements) by Mike Lydon of Streetplans.org, as well as a community day to construct temporary street furniture and a one day "renovation" of a street. We are currently consulting with residents and organizations regarding holding this intervention on Cook Street between Park and Dallas Road. Event (2) *Great Streets Summit* (Oct / November) would feature presentations, community dialogue and engagement on future vision and potential of Victoria's main streets (e.g. Douglas Street; Fort St.; Pandora Ave, Government St, Cook St.). Possible guest speaker: Brent Toderian, former Planning Director, City of Vancouver.

Our *Great Streets Tool Kit* has two primary objectives:

1. The creation and assembly of reusable materials and tools to facilitate temporary street pilot projects at multiple locations and times. The pilot projects are intended to address, identify and illustrate community-led solutions to improve mobility and the public realm. Identified materials include planter boxes, green turf, custom signage, chairs, benches, hay bales, paint, pylons and cones, chalk and more.
2. To document select placemaking and pilot project activities with video and photos. Visuals will be shared via social media, GVPN website and other channels, to promote the value of placemaking as an engaging form of community collaboration and creativity. Visual materials and communication will be designed to inspire future placemaking projects and pilots in 2016 and beyond. A video will be streamed as part of the *Living the New Economy* conference in November.

We are also seeking support to continue building community capacity for placemaking. During the fall of 2015, we need funds for public meetings, printing materials and venue rental.



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Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Victoria's Strategic Plan (2015-2019) puts a strong emphasis on improved community engagement with key priorities that include 'complete an active transportation network, enhance and steward public spaces, & excellence in land use.' The Strategic Plan also makes several references to placemaking as a means to engage and enhance community learning and leadership in city-building.

As well, in May 2015, Victoria City Council adopted several recommendations regarding "Cycling Network Implementation" – the third of which reads: "Work with partner organizations including the Greater Victoria Cycling Coalition, Bike Victoria, Woman's Everyday Bicycling (WEBike) and the Greater Victoria Placemaking Network to host a public information series in September 2015 on cycling facilities, active transportation and placemaking in the City of Victoria."

This project will advance the implementation of active transportation in the City, including the bike plan, by integrating bike lane pilots and public awareness experiences into the *Great Streets* event. It will engage the community in active placemaking projects. And it will build future capacity through the creation of the *Great Streets Tool Kit* and communication media.

How many will benefit from the project or program? with a broad goal of creating change to urban space that supports personal and community health, this program doesn't target a specific demographic – its intent is to shift our design and use of public spaces such that all citizens can enjoy healthier lives Percentage of Greater Victoria Residents? _____%

Who is your target audience? citizens with an interest in public space and active transportation, plus professionals (designers, architects, planners, engineers) working in urban design fields



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 43,500 Amount Requested \$ 23,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 9 %

How much is the organization contributing to this project or program? \$ volunteer time plus the sponsorships & in-kind noted below

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Dockside Green	Ally Dewji	250-380-7278	\$ 1000
Rethink Urban Consulting	Lorne Daniel	250-589-8712	\$ 2000

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Living the New Economy	Jason Guille	250-385-5227	\$2000
Victoria Placemaking Network (volunteer hours/time)	Lorne Daniel / Jim LaMorte	250-589-8712 /	\$3000
Greater Victoria Cycling Coalition (volunteers, Board)	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$5000

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Cycling Coalition (via City Grant if successful)	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$ 7500

Grand Total of Other Funding Sources \$ 20,500 [\$10,500 cash, \$10K in kind]

Partial funding may be available. Will the project occur without full funding by the grant? X Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without full funding, these projects would be scaled down. The Great Streets event would be a smaller, volunteer-only, event and would attract fewer people. Elements such as a professional quality video recording to promote innovative



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streets could not be completed. The Network's capacity to promote placemaking would be limited.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: various; tentative street location, Cook St between Park and Dallas Road

Project or program timeline and major milestones.

Date	Milestone
August	event planning, recruit volunteers and participants.
late September	hold <i>Reimagining the Street</i> weekend; first test of Tool Kit
October / November	edit / produce learning materials from weekend; refine and continue production of Tool Kit; hold <i>Great Streets Summit</i> (Oct or November)
November	present at Living the New Economy (live event and webcast)
December	complete production of Great Streets Tool Kit, including physical materials and multimedia elements

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50 estimated Total volunteer hours required: 500

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☐ Other _____

☐ Newspaper Advertisement

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: President



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Name:

Lorne Daniel

Date:

June 26 2015

City of Victoria Strategic Plan grant application - Greater Victoria Placemaking Network

Budget EXPENSES*TransForm Event Series*

speaker fees	\$15,000
venue rentals and costs	\$1,000
audio visual rentals / set-up / assistance	\$1,700
event planning & coordination	\$3,600
travel, accommodation for speakers	\$4,000
graphic recording & illustration	\$2,000
street event materials (chalk, paint, etc)	\$700
promotion and printing	\$2,000
SUBTOTAL	\$30,000

Great Streets Promotion and ToolKit

building materials	\$750
project website	\$1,000
equipment rentals	\$500
video recording & editing	\$3,750
landscape materials	\$500
printing	\$1,000
moveable weatherproof signage	\$2,500
SUBTOTAL	\$10,000

Administration

meeting space	\$225
legal & financial fees	\$175
organizational promotion - print & media	\$1,000
writing services	\$2,000
office supplies	\$100
SUBTOTAL	\$3,500
TOTAL	\$43,500

Janet Hawkins

From: Lorne Daniel <lorne@victoriaplacemaking.ca>
Sent: Monday, Jul 20, 2015 9:01 AM
To: Public Hearings
Subject: Re: Questions regarding your grant submission to Victoria Council

Hello, here are our replies to questions from our grant submission presentation:

1. Clarify how these projects overlap and the distinction between this application and the application from the Greater Victoria Cycling Coalition.

The Greater Victoria Placemaking Network and Greater Victoria Cycling Coalition grant applications include a common element - the TransForm event series. The two organizations are both working on this project (in addition to the other elements in their respective applications). GVPN and GVCC are each requesting a portion of the funding that would be required to plan and implement this event series.

2. Elaborate on the distinction between the role and value added by the Placemaking Network and what is the City's responsibility. What would be your wish in how the City should participate?

As a volunteer citizens' organization, Greater Victoria Placemaking Network is promoting placemaking throughout Greater Victoria. Whereas the City's role is to implement its Official Community Plan and Council's Strategic Plan, the role of the GVPN is to give voice to grassroots citizen interests and perceptions, and to work together on projects that interest our members. GVPN projects include a range from social gatherings and informative walks to consultations with private space owners to planning input on the public realm. We work collaboratively with other non-profits, with private developers, and with municipalities in instances where our goals overlap - such as the projects included in our grant application. We would like the City to collaborate on the projects identified in the grant application by participating in planning, providing staff and procedural assistance and in some cases contributing materials or other resources. We have held numerous meetings with City staff to date and expect the collaboration process to continue if the grant is approved.

Thanks for this opportunity!

Lorne Daniel
Greater Victoria Placemaking Network
250-589-8712

Lorne Daniel



<http://VictoriaPlacemaking.ca>

Twitter: @VicPlacemaking

On Thu, Jul 16, 2015 at 3:41 PM, Public Hearings <PublicHearings@victoria.ca> wrote:
Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Greater Victoria Placemaking Network Society

1. Clarify how these projects overlap and the distinction between this application and the application from the Greater Victoria Cycling Coalition.
2. Elaborate on the distinction between the role and value added by the Placemaking Network and what is the City's responsibility. What would be your wish in how the City should participate?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T [250.361.0571](tel:250.361.0571) F [250.361.0348](tel:250.361.0348)





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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- x- Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- x- Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where we Live- LifeCycles Project Society

Mailing Address: 1-625 Hillside Ave.

Contact Person: Maurita Prato

Email: maurita@lifecyclesproject.ca

Telephone: 250-383-5800

Website: www.lifecyclesproject.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes Society Registration Number: _____

Are you a registered Charity? ☒ Yes Charity Registration Number: #89120 0743 RR 0001

Organization mission/mandate:

LifeCycles cultivates community health from the ground up by connecting people, the food they eat and the land it comes from. We support people in gaining the knowledge, skills and resources they need to access or grow their own food in a way that fosters biodiversity and enhances our urban environment. At LifeCycles we envision a world where all people participate in vital communities that co-create and celebrate abundant, healthy, local food and food systems.

Brief history and role in benefitting residents of Greater Victoria:

LifeCycles has been cultivating communities for 21 years. In 2014/15, with the help of over 471 volunteers and 112 community partners and local businesses, we touched the lives of more than 28,783 people, working in depth with more than 2,525 individuals through our projects and programs.

LifeCycles' roots begin in 1994 in the soil of an international youth exchange in Santiago, Chile. Together, we identified a common need to spread awareness about food issues, and to get youth active in the promotion and creation of food gardens in urban areas. With a growing understanding of the links between globalization, the corporatization of food systems, environmental degradation, and structures of human inequality, the founding members of LifeCycles decided to act. Among LifeCycles' first projects were community gardens tended by youth, whose harvests supplied local soup kitchens. It is from these beginnings that Lifecycles has grown. Our programs have always sought to address systemic and interconnected issues such as urban sustainability, poverty, and health and nutrition by offering practical, accessible, and hopeful solutions in Greater Victoria. The majority of our work is with vulnerable populations in the urban context.

LifeCycles continues to be on the forefront of food security issues and solutions in Victoria. We are the largest food literacy organization in Victoria, having substantial impact through our programs and vast networks. Our current programs, all run within Greater Victoria, include:



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1. Growing Schools - hands-on garden education on school grounds throughout the seasons.
2. Fruit Tree Project- fruit and produce gleaned and redistribution program.
3. Victoria Seed Library- public seed access, exchange, saving, and education program.
4. Community Food Project- building skills capacity through garden creation, urban agriculture, community kitchens, and food preservation.
5. Welland Legacy Orchard- maintenance and public programming in a half-acre public heritage orchard.
6. PEPÁKEN HÁUTW, garden education and native plant propagation program for all students at ŁÁU, WELNEW tribal school.

How many paid staff at organization? Full Time: 2 _____ Part Time: 10 _____

How many volunteer staff at organization? 1 staff (471 organizational volunteers) Total volunteer hours: 4225 hrs/yr

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$356, 874 (2014/15 Actuals), \$427, 652 (2015/16 Projected)

What other sources of funding do you receive and how is it used? **(This chart indicates confirmed funds for our current fiscal year 2015/16)**

Source	Total Funding	Use
Victoria Foundation	\$40, 000 (ends in mid August)	Social Enterprise and Fruit Tree Project – Funding ends mid August
Town of View Royal	\$8, 500	Welland Legacy Orchard Programing
Municipality of Saanich	\$10, 000	Seed Library, Community Food Program
United Way	\$60, 000	PEPÁKEN HÁUTW (\$20, 000), Community Food, Seed Library, Fruit Tree Project (\$40, 000)
BC Gaming	\$30, 000	Operations, where needed
Vancouver Foundation	\$15, 000	Seed Library
VanCity (through partnership with WSAANIC school board)	\$8, 000	PEPÁKEN HÁUTW
TD Friends of the Environment	\$12, 000 (multiple intakes some pending)	Seed Library, Fruit Tree Project
Telus	\$20, 000	Eat, Laugh, Learn project
Environment Canada	\$15, 000	Seed Library, Community Food Project
HRDC	\$9, 600	Summer Students (Office and Fruit tree project)
BC Housing	\$24, 000	People, Plants and Homes Project
Luna Trust	\$10, 000	Communications, Professional Development-Staff retention fund
VIHA	\$30, 000	PEPÁKEN HÁUTW
Social Enterprise/Fee for Service	\$40, 000 (some pending)	Growing Schools, Fruit Tree Project
Donations and grants \$5K and under	\$40, 000 (some pending)	Operations, Fundraising, Events, Communications, Cross Program



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Has the organization filed for bankruptcy or currently seeking credit protection?

☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Fruit Tree Project – City of Victoria

Brief description of the project or program and why the grant is needed.

The Fruit Tree Project harvests fruit that would otherwise go to waste and redistributes the bounty to our community. Last year the project brought in and redistributed 32,061 lbs of fruit with 168 volunteers, who put in 1059 volunteer hours. We provided fresh, local fruit to more than 15, 744 food insecure people in Victoria, delivered 30 food preservation workshops, and reached over 25,550 individuals.

This 17-year-old project links people who have surplus produce in their yards with people who have the willingness and ability to harvest it, and then delivers the produce to people and community groups that do not have access to fresh produce. Volunteers harvest fruit from private trees that would otherwise go to waste. Fresh cherries, plums, apples, pears and other fruits and vegetables are then distributed through community centres and food banks, shared among volunteer pickers and tree owners, and used in value-added products whose sales help support the Fruit Tree Project.

With current trends towards drought conditions in the region and larger global issues threatening fruit tree production, the Fruit Tree Project is also working with GRAFT (growing regionally adapted fruit trees) and our Welland Orchard program, to create fruit tree care workshops and educational materials free to the public. As well, the project is using Fruit Tree Project scion wood to graft onto rootstock in order to create a community nursery. Saplings from the nursery will be redistributed and planted in backyards and boulevards across Greater Victoria to ensure fruit trees forever in the region.

This coming year will represent a new challenge to the Fruit Tree Project, as the project enters a period (as of August 2015) without core funding from a past reliable funder. The Fruit Tree project is seeking funding from the city, at the height of our season, to help bridge us during this time of shift. Past funding has supported us in developing and strengthening our social enterprise, which will be seeing its first year of implementation in its new form this season. We see our social enterprise component strengthening the project long term, but still require core support, particularly during this transition.

It costs LifeCycles just over \$40, 000 to run the Fruit Tree Project from August to December. If we include fruit tree care educational materials and workshops, and a much needed update of our 'pick site' technology, the costs are an additional \$10, 000- \$15, 000. We are requesting \$30, 000 from the city which would allow our organization to meet these goals and help stabilize the project into the future.

Does this project or program impact public space?

☒ NO

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

☒ Innovate and Lead

☒ Engage and Empower the Community

☐ Strive for Excellence in Land Use

☒ Build Financial Capacity of the Organization

☐ Create Prosperity through Economic Development

☒ Make Victoria More Affordable



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X Facilitate Social Inclusion and Community Wellness

X Enhance and Steward Public Spaces, Green Spaces
and Food Systems

Complete a Multi-modal Active Transportation Network

Nurture Our Arts, Culture and Learning Capital

X Steward Water Systems and Waste Streams Responsibility

X Plan for Emergencies Including Climate Change Short and
Long Term

X Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 1: Innovate and Lead AND Objective 13 Demonstrate Regional Leadership:

The LifeCycles Fruit Tree Project is the oldest and largest of its kind in North America. It brings in more than double the amount fruit with less than half the staff of any other project in Canada. Our pick site and systems (although badly needing to be updated) are the most innovative of any other known systems for this type of project. We field questions from other projects throughout Canada and beyond on how to better run their project. We are piloting a farm gleaning pilot this year using the success, networks, and systems of the Fruit Tree Project to bring local vegetables to the people who need them most. We continue to be bold, innovative leaders bringing people together. With the right support, our Fruit Tree Project can scale up and provide even more support regionally and beyond.

Objective 2: Engage and Empower the Community, AND Objective 7: Facilitate Social Inclusion and Community Wellness:

Last year the LifeCycles Fruit Tree Project recruited, trained and engaged 168 key volunteers and harvest leaders, who put in 1059 volunteer hours towards picking and redistributing fruit through 45 social service agencies, neighbourhood houses, and community associations. We engaged 218 home owners in the project and delivered 30 canning and food preservation workshops, reaching 25,550 individuals. The Fruit Tree project engages people from all walks in outdoor recreation which requires problem solving and teamwork. Special fruit tree picks are organized for various groups such as SOLID (Society of Living Intervenes Drug Users), Garth Homer Society, Inclusion Works, Vic West Community Centre and others to enhance participants' quality of life and encourage social Inclusion.

Objective 4: Build the Financial Capacity of the Organization:

LifeCycles' strategic planning process over the last 3 years has focused on diversifying funding. To this end we are building our individual supporter base and bringing a social enterprise or fee-for-service component into many of our program areas.

The innovation of our Fruit Tree Project includes a long-standing social enterprise component which boasts strong partnerships with established socially minded and locally owned businesses. Rather than accrue the capital investment cost of food processing infrastructure and expertise, we have partnered with leaders in the field who can help facilitate product development within their existing facilities. Our Social Enterprise Coordinator has spent this past winter and spring taking a high-level view of what products are currently meeting our social enterprise objectives, and identified opportunities for expansion. He generated and screened ideas for new products and presented the feasibility of a new revenue positive product to the organization: LifeCycles Backyard Blend Hard Cider. Throughout this process he consulted an advisory board made up of experienced business and nonprofit leaders. If successful, this single product has the ability to support 25% of our Fruit Tree Project operations costs.

Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems AND Objective 6: Make Victoria More Affordable:

LifeCycles Fruit Tree Project enhances Victoria food systems and invites citizens to take part. We help



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people to gain the knowledge and skills to pick fruit, prune, water, and take care of their fruit trees over the long term. To ensure that an abundance of fruit trees thrives into the future we teach people to graft, plant and steward regionally adapted fruit tree seedlings. The Fruit Tree Project offers free local fruit to anyone who wants to pick it. In addition, last year the project provided fresh, local fruit to more than 15,744 food insecure people in Victoria.

Objective 11: Steward Water Systems and Waste Streams Responsibly AND Objective 12: Plan for Emergencies Including Climate Change Short and Long-Term:

Last year the project harvested and redistributed 32,000lbs of fruit that would have otherwise gone to waste. This avoided greenhouse gas emissions associated with the corresponding amount of food waste and the food miles saved from not needing to import the equivalent amount of fruit. This year we aim to harvest 40,000lbs of fruit. From a climate perspective that is equivalent to a savings of 21,739 lbs of CO2 emissions.

In planning for food security in the face of climate change, LifeCycles Fruit Tree Project is also focusing on helping fruit tree owners better care for their trees and preserve the harvest. We source and graft regionally adapted and heritage fruit trees that will be resilient in the face of climate change, and redistribute the seedlings to citizens keen to plant them in Victoria's backyards and boulevards. These activities help to safeguard our future food sources in the face of emergencies.

How many will benefit from the project or program? 25,550 Percentage of these are Greater Victoria Residents 100%

Who is your target audience? Food insecure and vulnerable populations, fruit tree owners, those wanting to get engaged in local food systems



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$55,000 Amount Requested \$ 30,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 25,000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
United Way	Tara Tagart	250-220-7359	\$ 10,000
Victoria Foundation	Carol Hall	250-381-5532	\$ 8,000

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Social enterprise income	Tim Fryatt	(250) 383-5800	\$5,000
Donations	Mary Tooley	(250) 383-5800	\$2,000

Grand Total of Other Funding Sources \$ 25,000

Partial funding may be available. Will the project occur without full funding by the grant? Yes

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

The Fruit Tree Project is our biggest and most well known organizational project. With partial funding the basic program would still run this fall, however this would mean that LifeCycles would have to move funds away from other programs and possibly reduce staff hours. This would affect our ability to move ahead



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with our social enterprise as planned, and cause us to scale down the educational (including sharing of fruit trees to victoria citizens and boulevards) and systems update components of the program. If other funds could not be sought, this would affect future seasons.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 31, 2015

Project or program location: Various Backyards and Service Providers across Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
August- October	Harvesting and Redistributing Fruit and Produce
August- October	Hosting canning and fruit preservation workshops
August- December	Recruiting fruit tree owners, fruit tree volunteers and streamlining systems
August-December	Promoting Fruit tree stewardship through educational materials and on-site workshops open to the public at Welland Legacy Orchard
November-December	Distributing fruit trees grafted by the Fruit Tree Project and project partner GRAFT for backyards and boulevards
November- December	Strengthening and implementing Social Enterprise, value added products, marketing and production
November-December	Create open source app for food picking sign up system

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 130 Total volunteer hours required: 794.25

Can the project or program occur without volunteer support? ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☒ Annual Report

☐ Other _____

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity



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- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Position: Executive Director

Name: Maurita Prato

Date: June 25th, 2015

Signature:

A handwritten signature in black ink, appearing to read 'Maurita Prato', on a light blue background.

City of Victoria 2015 Budget - Fruit Tree Project

EXPENSES		August	September	October	November	December	
Wages & Salaries							
Co-ordinator		1,958.00	2,447.50	2,447.50	1,958.00	1,958.00	
Director		826.88	826.88	826.88	826.88	826.88	
Canada Summer Jobs		1,984.50	0.00	0.00	0.00	0.00	
Social Enterprise		882.00	882.00	882.00	882.00	882.00	
Harvest Support		1,984.50	1,984.50	1,984.50	595.35	0.00	
Contractors & Honoraria		0.00	0.00	0.00	0.00	0.00	
Professional Development		0.00	0.00	0.00	0.00	0.00	
Materials & Supplies		800.00	3,785.00	400.00	1,750.00	0.00	
Volunteer Appreciation		0.00	0.00	0.00	1,050.00	0.00	
Equipment		0.00	0.00	0.00	300.00	0.00	
Printing		250.00	200.00	150.00	0.00	0.00	
Office & Postage		0.00	0.00	0.00	0.00	0.00	
Phone and Internet Costs		0.00	0.00	0.00	0.00	0.00	
Travel		0.00	0.00	0.00	0.00	0.00	
Bank & Interest		0.00	0.00	0.00	0.00	0.00	
Computer Costs		0.00	0.00	2,000.00	1,500.00	0.00	
Audit and External Accounting Costs		0.00	0.00	0.00	0.00	0.00	
Rent and Other Occupancy Costs		266.09	266.09	266.09	266.09	266.09	
Amortization		0.00	0.00	0.00	0.00	0.00	
Insurance (premises & directors)		0.00	0.00	0.00	0.00	0.00	
Van Costs (ins, fuel, R&M)		235.05	235.05	235.05	235.05	235.05	
Overhead and Admin		1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
							Total Expenses
Total Expense		10,687.02	12,127.02	10,692.02	10,863.37	5,668.02	50,037.43
Wages & Salaries	Harvest Coordinator/ Social Enterprise: aug-oct 35 hrs; Nov 25hrs; Dec 10hrs; Fruit Tree Program Coordinator: 20 hrs a week, except for in our busiest months September and October Director Support: 6 hr/wk						

[illegible]

Janet Hawkins

From: Maurita Prato <maurita@lifecyclesproject.ca>
Sent: Thursday, Jul 16, 2015 5:47 PM
To: Public Hearings
Subject: Re: Questions regarding your grant submission to Victoria Council
Attachments: FTP City's questions answered.docx; 2014_Distribution_Agencies. new.xls

Below are the answers to the posed questions in the body of the e-mail, I have also included the answers in a word document and have attached an additional partner agencies chart.

Please do not hesitate with any further questions.

Home is Where we Live - LifeCycles Project Society

1. Elaborate on the mechanism you are using to provide social justice in the distribution of food; the metrics in terms of pounds of food to various agencies.

Out of the 32,061lbs we harvested last year, we delivered 11,808 lbs of fruit/produce to 35 social service agencies. **See the agency list attached for more details.** Each year we call up to 45 agencies before the harvest season to see who wants fruit, how much they can take, and when we can deliver it. We donate more to Mustard Seed and other agencies within the City of Victoria that have the capacity to store and process quantities of ripe fruit, and serve more vulnerable people. Unfortunately we don't track the exact number of lbs of fruit per agency. We use the metric of .75lbs per serving of fruit per person, giving us the 2014 result of providing fresh local fruit/produce to 15,744 food insecure or vulnerable people in Greater Victoria.

Many of the 2014, 168 volunteers, and their families would be considered low income. Many of the 2014, 347 tree owners or renters call us because they are elderly or differently abled and cannot pick the fruit themselves. Our volunteers pick the fruit and take 25% for themselves and their families and share 25% to the tree owner or renter and their families. We don't include the volunteers nor homeowners in the numbers above, because it is hard to track their demographics therefore the above number, 15,744 food insecure people, is likely lower than the actual.

We also provide canning and food preservation workshops for many of these agencies, empowering people to take part in the food system. Last year we provided 20 free workshops for social service agencies.

Please see the attached distribution chart for info on the agencies we worked with last year.

2. What are your metrics in terms of your proposed expansion in terms of pounds of food harvested?

Last year we harvested 32,000lbs of fruit from 347 trees. This is an average of 92lbs of fruit from each tree. There were an additional 60 trees we couldn't pick due to limited volunteers, transportation and cooler space.

All of these trees are in our current Fruit Tree Project Database and we have been in contact with the tree owners.

This year our goal is to harvest and redistribute 40, 000lbs of fruit. So far this has been a better fruit year, with plum trees as an example yields per tree have been 25% higher than last year.

If we stay conservative and use the low estimate of 92lbs per tree (last years average), and if we are able to harvest 347trees + an additional 20 trees (from the additional 60 requests) from last years contacts, we will still need an additional 66 more trees, and more harvest leaders and volunteers to pick.

Here is how we have been recruiting more trees, volunteers, and capacity to reach our goal:

- ☐ Created database of landscapers, tree farmers, real estate agents and arborists, to refer trees into our system. (estimated to bring in an additional 15 trees)
- ☐ Identified and recruited higher yielding trees on the peninsula to bring fruit in, including old orchards (estimated to bring in an additional 15 trees)
- ☐ Taking over Sooke's fruit tree project (estimated to bring in an additional 35 trees)
- ☐ Have acquired another Van so that we can have two teams harvesting at the same time.
- ☐ Created new print materials for recruiting volunteers especially harvest leaders, and bringing in more trees. (estimated to bring in 15 more harvest leaders and 30 more volunteers)
- ☐ More outreach events to attract volunteers and fruit tree owners (estimated to bring in more trees and volunteers)
- ☐ Stronger connections with Camosun and Uvic for fall picking (This is when our volunteer help dries up a bit)
- ☐ Pick projection- we know roughly when and what amount things are coming in to arrange purchases (This also allows us to better utilize our cooler space ensuring that there is a quick turn around from tree to plate)
- ☐ Website launch end of July- website much more accessible and user friendly for volunteers and fruit tree owners
- ☐ Streamlining training manuals for harvest leaders, and volunteers.
- ☐ Continued work on database ('Pick Site) and the intercommunications with new website

This brings our estimated tree count up to 432+ trees which would bring in 41, 040lbs of fruit at last years lower average of 92.lbs per tree.

This does not include our farm gleaning pilot project. We have 8 farms on board with this years program with a low estimate of an average of 500lbs of produce per farm giving us a projection of 4000lbs.

Our total internal projection for the 2015 Fruit Tree Project season is: 45, 040lbs!

On Thu, Jul 16, 2015 at 3:42 PM, Public Hearings <PublicHearings@victoria.ca> wrote:
Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Home is Where we Live - LifeCycles Project Society

1. Elaborate on the mechanism you are using to provide social justice in the distribution of food; the metrics in terms of pounds of food to various agencies.
2. What are your metrics in terms of your proposed expansion in terms of pounds of food harvested?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T [250.361.0571](tel:250.361.0571) F [250.361.0348](tel:250.361.0348)



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Please excuse delays in response as I am out of the office Tuesdays and Friday afternoons

Maurita Prato
Executive Director/Education Coordinator PEPÁKEN HÁUTW, Blossoming Place
LifeCycles Project Society

P: 250.383.5800
A: 1A-625 Hillside Ave Victoria BC, V8T 1Z1
E: info@lifecyclesproject.ca
W: www.lifecyclesproject.ca
F: [LifeCycles Project Society](#)
T: [@LifeCyclesPrjct](#)

"Another world is not only possible, she is on her way. On a quiet day, I can hear her breathing"
Arundhati Roy

Home is Where we Live - LifeCycles Project Society

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AGENCY	Drop off time	Tues/ Wed morn OK?	Kitchen?	Max fruit per delivery	People Served	Communities Served	Contact Name	Tel.	Email	Address	Neighborhood	Cross Street	Hours	Mission/Target Population	Contacted this Season?	Notes
AIDS Vancouver Island	9-10:30 or 1-3:30 M-F	yes	no	3 boxes	60-80 people weekly	Victoria	Minda Richardson/ Kristen Kvakic	384-2366	kristen.kvakic@avi.org	3rd Floor - Access Health Centre 713 Johnson St	Downtown	Douglas	M-R: 9-5 F: 9-1	Support for people infected and affected by HIV and hepatitis C	emailed kristen about people served, no response, emailed info@avi to fill in this and get logo	
Anawim House	Tues. better than Wed.	tues.	yes	20-40lbs depending on fruit	200 meals per week	Victoria	Terry Edison-Brown	382-0283	anawimhouse@shaw.ca	973 Caledonia Ave.	Central Park	Vancouver	MTRS 10-5, WF 10-8	Help, care, and counsel for people living in physical, emotional, spiritual and social poverty, in a way that invites self-determination	email contact with Terry	
Blanshard Community Centre	9-4 mon-fri; tuesdays they close at 1:30	yes	yes but no active group	500 lbs on the big drop off dates	600 people and 35 Good Food Boxes	Quadra-Hillside	Kelly Greenwell, Executive Director or helena bell good food box or laura funk food security	388-7696	kgreenwell@blanshardcc.com	901 Kings Road	Quadra/Hillside	Off Quadra, between Wark and Dowler	9-4 M-R and 9-3 Fridays	Prenatal, children's, youth, family, seniors, and community programs.		fresh fruit (no cooking apples)
Burnside-Gorge Community Centre	Tues. morning better	Tues	yes	2 boxes per week	over 200 per week	Gorge Burnside, Greater Victoria and Region	Rachel O'Neill	388-5251	rachel@burnside.org	471 Cecelia Rd	Burnside-Gorge, Greater Vic and region	Beside Gorge Rd.E, off Jutland Rd.	M-F 7:30-9:00, S 9:30-12:30	Family centre services, parents and tots program, community development	didn't see kim in staff list so emailed info for this and logo	Cooking apples ok
Community Activity Centre (Victoria Cool Aid Society)		9am-12pm 1-5pm				Downtown	Donna	383-0076		755 Pandora Ave	www.coolaid.org					
Esquimalt Neighbourhood House	two a week, Monday, Tuesday or Friday				150/week	Vic West and Esquimalt	Julie McDonald	385-2635	jmcdonald@esquimalt.bc.ca	511 Constance Ave	Vic West and Esquimalt	Esquimalt (near Admirals)	M- R 10-4	health, education, social change and offering		

Fairfield Community Place	Tues. or Wed. morning ok	yes	yes but wouldn't use it	2 boxes per week	25 in summer; 100 + in school year	Fairfield	summer: Kristina Wilcox; school year: Kaari van	382-4604	Kr: summermanager@fairfieldcommunity.ca; Ka:	1330 Fairfield Rd.	Fairfield	Moss St.	M 9-7, TWRFS 9-2:30	Enhance quality of life for Fairfield residents and provide out of	email contact with front desk	just "quick to eat" fruit please; no programs during last week of August so no
Fernwood Neighbourhood Resource Group	Tues & wed. mornings ok	yes	yes	25kg would serve for a week	600 snacks, 200 hot meals /week	Fernwood	Judy Swanston (Family Programs Cook)	381-1552 ext. 104	judy@fernwood.ca	1240 Gladstone ave	Fernwood	Chambers St.	T-F 7:30-3:00	is a social enterprising non-profit organization run by and for the	emailed info about this and logo	could use some cooking apples, but prefer fresh fruit for snacks
James Bay Community Project	Wed. morning	Wed.	yes	not sure	400 people per day	James Bay	Lisa Gleinzer	388-7844 ext. 308	lgleinzer@jbc.bc.ca	547 Michigan St.	James Bay	Carey Rd. Near Government and Menzies	M-F 8-4	family support, family resource centre, lab, doctor's offices, planning, development and delivery of	email contact with Lisa	Cooking apples ok
Kiwanis Emergency Youth Shelter	Tues. 10-2	tues	yes	25kg would serve for a week	10 beds + up to 40 drop in/night	Greater Victoria	Nancy Bailey (program manager)	386-8282	programs_manager@vyes.ca	2117 Vancouver St.	Quadra village	Between Princess and Pembroke	24 hours a day	Emergency youth Housing	emailed about this and for logo	prefer fruit that can be eaten fresh but would also accept baking apples
OAKLANDS COMMUNITY CENTRE	12:30 -2:30 pm (M) 9 -2:30 pm (Tu & F) 6 pm-10 am (Th), 10 am-1:00 pm (S)	yes	yes but wouldn't use it	Not sure			sandy	370-9101		#1 - 2827 Belmont Avenue			8:30-5:00			just fresh fruit
Our Place	tues or wed fine, 9-3	yes	yes	max is 200 kg	1300 meals daily	Greater Victoria	Brian	388-7112 ext. 245	brian@ourplace.ca	919 Pandora	Downtown	Quadra viewfield	Drop in: M-F 7:00-5:00	Feed the homeless and low income people of the inner city.	emailed about this and for logo	Prefer eating apples, but small amount of cooking apples ok
PEERS	mornings, get busy at lunch time	yes	yes	2 boxes	20-30 a day for day and night programs	Esquimalt and Greater Victoria	Kristine Porter	388-5325 ext. 0	info@peers.bc.ca	#1-744 Fairview Rd (Esquimalt)	Esquimalt	viewfield becomes Fairfield (it is located where they meet)	M-F 9-3:30	To help past and current sex workers improve their lives.	email contact with Kristine	prefer fruit that can be eaten fresh

Saanich Neighborhood Place	8:30–3:30 mon. to thurs.		yes		100 per week	Western Saanich	Coleen	360-1148	sn-place@telus.net	139-3100 Tillicum Rd.	Tillicum	Burnside	M-R 9-4	Family support		Also received Blanshard sept 12, oct 17
Society of Saint Vincent de Paul		yes	yes	5 or 6 boxes			Grant	382-0712		833 Yates St.						
Salvation Army	8am-4pm		yes	200 lbs	140 men per day + other outreach	Greater Victoria	Residence Manager or Bill Harding (x222)	384-3396	none given	525 Johnson St. V8W 1M2	Downtown	Wharf St.	Open 24 hours			
Salvation Army Family Services	9am	tues morning other one said wed	no	1 box	23 adults and 180 children	Greater Victoria	Noah	386-8521	noah@salvation.cfs.com	2695 Quadra	Quadra/Hillside	Corner of Quadra and Hillside	M-F 9-11:45 and 1-4:15	To support anyone from Greater Victoria with a variety of needs.		cooking apples ok
Sandi Merriman Shelter for Women	around 2pm mon – fri	yes	small	1 or 2 boxes	40 women drop in and 20-25 beds depending on time of year	Greater Victoria	Christine	480-1408	merriman@colaid.org	809 Burdett Ave	Downtown	Blanshard (across from Court House)	Open 24 hours	Create a comfortable, respectful, and safe environment for women through day programs and emergency shelter		just fresh fruit

1UP Single Parent Resource Centre	No Delivery on Friday. early in week better so fruit is taken. 9-4pm closed weekends	yes	no	3 boxes	40 per day, 400 per month	Greater Victoria	trever and Cheryl Dyck	385-1114	mary@singleparentvictoria.ca	602 Gorge Rd. E	Greater Victoria and Gorge	Rock Bay Ave	9-4 weekdays and Wed until 7pm	To support single parents		cooking apples ok
Streetlink Emergency Shelter/Rock Bay Landing	Mornings preferably before 8 but around 9 or so is ok too	contact after lunch			65 beds. BF, L, and Dinner. 55 non residents for meals also	Greater Victoria	none	383-1951	ccox@coolaid.org	535 Ellice St	Downtown	Fisgard	Everyday 7:30am-5	Three Meals a day for 120 homeless citizens		
The Mustard Seed	tues or wed mornings ok	yes	yes but not used for fruit	will not turn away - Rudi promised	7000/month	Greater Victoria	Rudi Wallace	953-1575 Rudi: 953-1588	Rudi@mustardseed.ca	625 Queens Ave	Downtown	Douglas	M-F 9-4	Distributes food boxes M, T, R and F. Recipients can only use the	always in contact with them	FROM VALUE (actually all food value) is valued at \$ 2.50 lb. They can do fruit pick
Tsartlip First Nation		yes	yes	50 lbs			Roslyn Tanner	250-686-0534	ros@tseycum.ca	1210 Totem Lane	North saanich					mixed fruit for families
UVic Students' Society Food Bank			no	30 lbs of good storage fruit		Students	Carrie Davies	721-8367	foodbank@uvic.ca	UVic Student Union Building SUB B017	Gordon Head	Finnerty	summer hours M-F 11-4	An emergency food bank for students located in the basement of the SUB.	emailed about this and for logo	

Vic West community kitchen group			yes	1 box			Ava Christal	250-383-2050		645 Pine St - apartment around the back, follow flagstone path around lefthand side of house	Vic West					
Victoria Brain Injury Society	monday morning preferred or M-F	yes	no	1 box		Victoria	helen lang	(250) 598-9339	leidi@biasvi.org	830 Pembroke St units D and E	Downtown	Blanshard	9-2 M-F		emailed about this and for logo	all fruit
VICTORIA COOL AID SOCIETY							joan connolly	(250) 383-6945		#102-749 Pandora Ave.						
Victoria Immigrant and Refugee Centre Society	Tuesday morning	tues	no	20 lbs per week, Sept. 21: 100 lbs	50-60 per week	Greater Victoria	Haixia Liu Intake Coordinator	(250)361-9433 ext 241	haixia@vircs.bc.ca	3 rd, Floor, 637 Bay St	Downtown	Government	M-F 9-5	to assist in the settlement and adjustment of immigrants and refugees in Canada, and to provide services designed to increase the newcomer's	emailed about this and for logo	no kitchen, but run Food Skill for families in fall - some baking apples then okay
Victoria Native Friendship Centre	M-F 8:30-4:30	yes	yes	1 box			Leah Blachburn	250-384-3211		231 regina ave						all fruit
Victoria Women's Transition House			yes	1 box			Fred	250-380-7527 x115		1425 May Street (must keep address confidential)	Fairfield					

YM/YWCA Outreach	Over 200	9am-4:30pm	Janet	418-1834	manager@youthoutreach.ca	Downtown	The YMCA	9am-5pm	Victoria						Medical Mobile Unit for street kids, transitional housing group and low income		
Young Parents Support Network	Tues. or Wed., but pick one and try to be consistent, morning before	yes, but pick one	no	1 box	depends on time of year	Victoria	Anna Copley	250-384-0552	anna@ypsn.ca	2541 Empire St.	Hillside	Cook St.	Summer by app. Sept: M-F 9-12; afternoon by app.	Young Parents Support Network (YPSN) is a small, non-profit	email contact with Anna		
Harrison Place				1 box			Yvonne or Madeline	250-385-2103	harrisonplace@uwth.bc.ca	1504 Church Ave							



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: MaryLynne Rimer Telephone: 250-360-7696

Mailing Address: #306-151 St. Andrews St. Email: marylynne.rimer@shaw.ca

Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Home is Where we Live- LifeCycles Project Society

Mailing Address: 1A- 625 Hillside Ave

Contact Person: Maurita Prato Email: maurita@lifecyclesproject.ca Telephone: 250-383-5800

Registered under the *Society Act* or *registered Charity*? ☐ xYes Society/Charity Registration Number: 89120 0743 RR 0001

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Neighbourhood Garden of All Sorts Relocation

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)? ☒ Yes ☐ No

Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

LifeCycles and the Neighborhood Garden all Sorts (NGAS- previously the Michigan St. Garden) has been working with the parks staff of the City of Victoria for over a year to identify appropriate City grounds and move ahead with a plan for relocation of the community garden. For over 15 years, the garden has flourished at its previous location on provincial land at Menzies and Michigan St. With this land just recently under development, the park staff has proposed the eastern end of the boulevard adjacent to MacDonald Park along Niagara St for the new garden location. We are now in the final stages of community consultation, proposal review, approval and fundraising for our new garden build and launch this coming fall.

The new Neighborhood Garden All Sorts aligns with the City's Strategic Plan objectives, providing enhancement and stewardship of public places, green spaces and food systems; by providing access for community members and families who want to grow food but don't have access to land, and adding to the beauty and usefulness park space. Being located in a park that is well used, ensures that interactions and questions around the importance of growing food will be a likely benefit and exchange. We are requesting \$500 Micro Grant to assist with preparing the site for new raised beds.

How many people will benefit from the project or program? 54 Percentage of Greater Victoria Residents? 100%

What target audience will benefit? Residents of James Bay who would like access to garden space, there will be several plots for persons with disabilities.

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Site preparation Total Cost: \$2,500 Amount Requested \$500.00

How much is the organization contributing? Up to \$1000 with in-kind donations making up the balance

SECTION 5. PROJECT OR PROGRAM TIMELINE



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Micro Grant
Application Form**

Start Date: August 2015 Expected Completion Date: October 2015

Project or program Location: 100 Block of Niagara St. on the boulevard adjacent to MacDonald Park

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 90 hours

Can the project or program occur without volunteer support? ☐ Yes ☒ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Micro Grant
Application Form**

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Name:

Marylynne Rimer

Signature of authorized officer of support organization

Name

Maurita Prato

Relationship to support organization (if applicable)

Neighbourhood Garden All Sorts Coordinator

Date:

June 25th

Position

Executive Director

Date

June 25th, 2015

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration
- ☐ Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: InterArts Centre for Makers _____

Mailing Address: 1501 Douglas st. _____

Contact Person: Joey MacDonald Email: make@interartscentre.ca

Telephone: _____ Website: _____

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? **Yes** No Society Registration Number: Coop# 804844066 _____

Are you a registered Charity? Yes **No** Charity Registration Number: _____

Organization mission/mandate

InterArts is devoted to creating opportunities for artists, and creating conditions permissive to creativity in our community, economically and socially.

Brief history and role in benefitting residents of Greater Victoria

InterArts Centre (formerly Olio Artists & Workers Cooperative) has been supporting emerging and professional artists for over 7 years by providing opportunities, space, resources, and employment for cultural contributors in Victoria.

How many paid staff at organization? Full Time: 1 _____ Part Time: 2 _____

How many volunteer staff at organization? 12 _____ Total volunteer hours: 500+ _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$125,000.00 _____

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Rifflandia Festival	\$30,000.00	Production, staff, and administration
Telus	\$50,000.00	Video, venue, and event production
Viatec	\$25, 000.00	Venue and administrative

Has the organization filed for bankruptcy or currently seeking credit protection? Yes No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Thinklandia 2015

Brief description of the project or program and why the grant is needed.

Thinklandia is a project designed to ignite Victoria's many creative industries in common creative conversation, inspiring new opportunities for collaboration and new opportunities for larger global thought to be introduced and practiced locally.

Thinklandia brings the most renowned global speakers and the most innovative local thinkers together in a free and open public forum to share insights and innovations. 7 days, 21 speakers, 14 workshops, and countless opportunities for new and innovative interactions.

This year represents a significant leap ahead for Thinklandia and Victoria's creative community as we invite some of the most renowned voices worldwide to contribute to conversations emerging locally around concepts such as public space, ancient and emerging knowledge, security, and storytelling as a modern narrative.

Thinklandia's goal is not only to convene conversation, but to create it. By hosting 7 days worth of international speakers in an innovative venue in a public space – the top of the Yates St. Parkade – we aim to not only propose possibilities but to demonstrate them. Through support from the City of Victoria, we have managed to create a new and engaging public space designed for public discussion and interaction. We sincerely look forward to strengthening this relationship as we explore new and exciting ways to create the creative city we all know and love.

We are looking to the City as a partner to help make this event as publicly open and accessible as possible, while still retaining the best and brightest speaker talent accessible to us. City support will be applied toward 3 key components: A keynote speaker for our launch event centered around the concept of "Public", a series of 5 interactive public art installations - "Iteration Stations" - developed to create public interaction which collecting valuable social data on the use of public spaces, and to further develop Thinklandia's daily rooftop programming, including earlier operating hours, greater public accessibility, and daytime family oriented interactive programming.

Does this project or program impact public space? **Yes** No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|---|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Spaces and Food Systems |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Complete a Multi-model Active Transportation |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Network |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Steward Water Systems and Waste Streams |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input type="checkbox"/> Responsibility |
| | <input type="checkbox"/> Plan for Emergencies Including Climate Change |
| | <input type="checkbox"/> Short and Long Term |
| | <input type="checkbox"/> Demonstrate Regional Leadership |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

How many will benefit from the project or program? 7500 Percentage of Greater Victoria Residents? 2.18%

Who is your target audience? _

Working professionals, the local tech industry, creative industries, artists, thinkers, non-profit and NGO organizations and social service providers.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$135,526.68_____ Amount Requested \$20,000.00_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: under 5%

How much is the organization contributing to this project or program? \$15,000 (in-kind)

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Province of BC			\$5000 (pending)

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Telus	Prem Gil	Prem.Gill@telus.com	\$50, 000 (confirmed)
Viatec	Dan Gunn	dgunn@viatec.ca	\$20, 000 (confirmed)
Rifflandia Festival	Nick Blasko	nblasko@telus.net	\$30, 000 (confirmed)

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Media partners	Various		\$7,000 (confirmed)
Better Business Products	Tyler McLoughlin	tyler@betterbusinessproducts.ca	%35 disc. (confirmed)
Phillips Brewery	Matt Lockhart	matt.lockhart@phillipsbeer.com	%50 disc. (confirmed)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Local Sponsorship	Various		\$12,000.00

\$114,000.00

Grand Total of Other Funding Sources \$

Partial funding may be available. Will the project occur without full funding by the grant? Yes No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sept. 11, 2015 To: Sept. 18, 2015

Project or program location: Yates St. Parkade, variou surrounding locations

Project or program timeline and major milestones.

Date	Milestones
July 11 th	Initial public open house, public survey launch, community engagement process starts
July 22 nd	Initial speaker lineup announce, website launch
July 29 th	Full speaker launch, press conference, full site plans, ull schedule announcement
August 13 th	Second stage public engagement, public events w/ feedback, idea refinement
Sept 3 rd	Pre-launch event for supporters
Sept 11 th	Launch event at Yates St. Parkade, public art piece unveiling
Sept 11 th - 18 th	Public events, workshops, speakers, and public art pieces, all free and open to the public

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40 Total volunteer hours required: 700

Can the project or program occur without volunteer support? Yes **No**

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☐ **Website**


☐ **Social Media**

- | | |
|---|--|
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Other: Video, verbal recognition, print guides | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Newspaper Advertisement | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:  Position: Creative Programming Director

Name: _____ Date: _____

Thinklands 2015 Budget										
EXPENSES										
* Reimbursement required										
DISCORDER	ITEM	PROVIDER	DESCRIPTION	COST	GST	PST	PAYD	BY	REV #	
STAFF										
Staff	Programmer		3 months @ \$2500mo	\$20,000.00						
Staff	Volunteer Coordinator, Site Manager		2 mo. pjt, 1 mo. ft	\$5,000.00						
Staff	Support		200 hours @ \$20/hr	\$4,000.00						
Staff	AVL support		1 month @ \$2000	\$2,000.00						
Staff	Video support		2 months @ \$1250	\$2,500.00						
			TOTAL STAFF	\$33,500.00						
ADMIN										
Admin	Web design	Danny Free	Website, calendar, social media module	\$2,000.00						
Admin	Domain registry	GoDaddy		\$12.30						
Admin	Web hosting	Site 5		\$123.33						
Admin	Liquor Permits	BC Liquor		\$500.00						
Admin	Office expenses			\$500.00						
			TOTAL ADMIN	\$3,176.68						
PROMOTION										
Promotion	Facebook ads	Facebook		\$500.00						
Promotion	Printing	Mailbox		\$500.00						
Promotion	Print Card printing	Mailbox		\$2,000.00						
Promotion	Print Materials			\$750.00						
			TOTAL PROMOTION	\$4,250.00						
PRODUCTION										
Production	Staging		sound, lighting, staging, design, tiring	\$10,000.00						
Venue	Video staging		Video, AV, streaming	\$2,000.00						
Production	Private production staff		site manager, production, sound, rigging	\$5,000.00						
Production	Venue Security			\$3,000.00						
Transportation	Transportation			\$1,500.00						
			TOTAL PRODUCTION	\$22,500.00						
VIDEO PRODUCTION										
Production	Equipment	Ones, MediaNet	Camera, sound, lighting, staging, design	\$1,000.00						
Production	Interviews		Permits, hospitality	\$500.00						
Production	Media Acquisition		Contract	\$1,500.00						
Video	Editing & Post production		Contract	\$1,000.00						
			TOTAL PRODUCTION	\$4,000.00						
MATERIALS										
Printing	Adhesive vinyl prints	Better Business Products	Adhesive vinyl prints	\$800.00						
Printing	Screen printing	Better Business Products	Screen banners, screen displays	\$1,000.00						
Materials	Insulation materials	Cable	insulation for feed activities	\$2,000.00						
Materials	Pin, pins & pins	USA Banners		\$200.00						
Materials	Print wall panel	Cable	Panel	\$100.00						
Materials	RAW materials	Cable	Materials for RAW	\$750.00						
Printing	Live/Stock poster printing	Better Business Products	Artful copies	\$750.00						
			TOTAL MATERIALS	\$5,650.00						
MATERIALS FOR SALE										
March	Thinklands merch for printing	Budget 1	Thinklands merch	\$750.00						
Printing	Live/Stock poster printing	Better Business Products	Live/Stock poster printing	\$1,500.00						
			TOTAL MATERIALS	\$2,250.00						
HOSPITALITY										
Hospitality	Speaker hospitality		Venue hospitality, VIP area	\$2,000.00						
Hospitality	Volunteer & staff hospitality		Food, drink, provisions	\$750.00						
Hospitality	Allegory	Open Space	Pin, Oct 2nd	\$750.00						
Hospitality	Supporters pre-launch party	Fast Comm	Thurs, Sep 3rd	\$1,000.00						
			TOTAL MATERIALS	\$4,500.00						
FOOD & LIQUOR										
Liquor	Liquor	BC Liquor, Philips		\$2,000.00						
Food	Food			\$1,500.00						
			TOTAL FOOD & LIQUOR	\$4,000.00						
INSTALLATION										
Commission	Live/Stock	Live/Stock	TV & \$150	\$2,000.00						
Commission	Site installation	Scott Kneib, Arpa & Tom	venue on installation, stage design	\$10,000.00						
Commission	Site installation		modular furniture	\$1,500.00						
Commission	AV installation		venue installations	\$1,500.00						
			TOTAL COMMISSIONS	\$15,000.00						
SPEAKERS										
Keynote (1)	Keynote speakers			\$12,000.00						
Support (2)	Support speakers			\$7,000.00						
Local (3)	Local speakers			\$5,000.00						
			TOTAL SPEAKERS	\$29,000.00						
TRAVEL & ACCOMMODATION										
Travel	Speakers travel budget			\$5,000.00						
Accommodation	Speaker accommodation budget			\$1,200.00						
			TOTAL TRAVEL	\$6,200.00						
			SUBTOTAL - EXPENSES	\$108,650.00						
			TOTAL GST PAID	\$0.00						
			TOTAL PST PAID	\$0.00						
			TOTAL EXPENSES	\$108,650.00						
			NET REVENUES	\$121,600.00						
			NET EXPENDITURE	\$86,525.00						
REVENUES										
* Reimbursement required										
DISCORDER	ITEM	CLIENT	DESCRIPTION	AMOUNT	GST	PST	PAYD	BY	REV #	
SALES										
Liquor	Venue Food Sales	Venue sales		\$2,000.00			✓		104	
Liquor	Venue Food sales	Thinklands venue		\$7,000.00			✓			
Sales	Printer & pins sales	RAW		\$4,000.00			✓			
March	Thinklands merch sales	RAW		\$2,000.00			✓			
Workshops	Workshop fees	Thinklands HQ								
			TOTAL SALES	\$16,000.00						
SPONSORSHIP										
Sponsorship	Telus	sponsorship support	Thinklands	\$50,000.00						
Sponsorship	City of Victoria	Speakers support	Thinklands	\$5,000.00						
Sponsorship	BC	Festival Grant	Ardena	\$5,000.00						
Sponsorship	Venue	Venue sponsor	Thinklands	\$25,000.00						
Sponsorship	Project Reconciliation			\$5,000.00						
Sponsorship	Local Sponsorship			\$10,000.00						
			TOTAL SPONSORSHIP	\$105,000.00						
			TOTAL REVENUES	\$121,600.00						
			TOTAL GST COLLECTED	\$0.00						
			TOTAL PST COLLECTED	\$0.00						
			ANNUAL EXPENSES							
			ANNUAL SURPLUS							
			ANNUAL EXPENSES							
			ANNUAL SURPLUS							
			NET REVENUES	\$121,600.00						
			NET SURPLUS							

Janet Hawkins

From: Thinklandia Festival <programming@thinklandia.ca>
Sent: Wednesday, Jul 22, 2015 11:00 AM
To: Public Hearings
Subject: Re: Questions regarding your grant submission to Victoria Council
Attachments: Thinklandia support toolkit July 2015 - web.pdf

Hi Christina

Thanks for sending these. I've attached the Thinklandia Festival outline, which has details on confirmed speakers, the venue, and the impacts the festival creates, and here are some responses to Council's questions:

1. Provide information on how this project aligns with the City's Strategic Plan, as it's not filled out in the application.

Thinklandia's objectives align with those of the City in many fundamental ways. Our core function is to increase vibrancy and creative capacity in our city, improve accessibility to arts, culture, and innovative ideas, and demonstrate regional leadership by creating a platform that supports and empowers our creatives to live and work in a supportive creative city. In particular, we share distinct common objectives in the following:

Obj. 1 - Innovate and Lead

Thinklandia works to be Victoria's foremost creativity, arts, and innovation experience, engaging people to "Think Big. Think Bold". From new ways to empower and engage local creativity, to new uses of public space, to bringing international speakers in a free and open public forum, we are creating a festival that is itself an innovation. More than facilitate conversations around creativity, we work to create a festival that is itself a conversation.

Obj. 2 - Engage and Empower the Community

Thinklandia is built to not only introduce creativity from around the world to our community, but also to introduce our community's creativity to the larger world. By creating this free and open platform for new and innovative ideas to have a voice, we look to create an event that introduces and engages new voices in these conversations and allows more people access to their creative community.

Obj. 4 - Build the Financial Capacity of the Organization

Now in its third year, Thinklandia has become a self sustaining and viable free public festival. By demonstrating that this measure of growth and this caliber of creative festival is not only possible but viable without ticket revenue or federal or provincial funding, we are expanding our capacity both exponentially and responsibly.

Obj. 5 - Create prosperity through Economic Development

Victoria is a diverse, creative, and distinctly local economy, and our most valuable and attractive assets for economic development is our creative capital. Thinklandia creates new commercial and creative opportunities by fostering a platform that identifies, promotes, and celebrates those who produce, create and innovate locally.

Obj. 7 - Facilitate Social Inclusion and Community Wellness

Creativity in a community is a recognized social indicator of wealth and well being. We work to create inclusive experiences and conversations that allow people to not only be present without cost or accessibility barriers, but participate creatively through any number of outlets and interactive opportunities - from our ideas submissions process, to public callouts for artists, to our "Iteration Stations" and public mapping booths, to posing questions directly to speakers.

Obj. 8 - Enhance and Steward Public Spaces

Last year's Thinklandia saw us developing a pilot project to use the Yates parkade as a public venue, a feat which had of yet not been done. The success of the event coupled with Rifflandia's history of creating new public spaces for it's expanding cultural activities has encouraged us to expand this by developing the Yates parkade rooftop into a more demonstrable venue opportunity where we will convene 7 days worth of conversations, one day's worth focused on the very theme of "Public" and ways we can innovatively use spaces, engage people, and create greater common areas.

Obj. 10 - Nurture our Arts, Culture, and Learning Capital

Creative capital is our currency. We work to create the greatest cultural return-on-investment possible by ensuring that the development of our creative capacity as a community is always the primary outcome and objective.

Obj. 13 - Demonstrate Regional Leadership

2. Regarding the request for seven days use of the Yates Street Parkade, what is the value of that and impact of that, in terms of the capacity of this often full parkade?

The value and impact is a significant increase in public use of this parkade, at the temporary cost of a decrease in the parkades parking capacity. We will be mitigate the impact as much as possible with advanced public notices, visible signage encouraging use of other City parking facilities for the period the event, increased on-site bicycle parking, and a policy discouraging anyone but essential staff from using the parkade as parking for the event. Nights with the most apparent loss of parking capacity (Friday and Saturday) similarly see the greatest social gains, with 50 to 75 spots being lost in favor of 300-500 people engaged in events. Weekday events will have little to no loss of parking capacity.

3. Is the requested use of the parkade for in-kind and/or cash only and to what extent could the City's contribution be in-kind?

We have requested that the City provide in-kind use of the top floor open area of the Yates parkade. Our team has been working through the planning and approval process with City staff Darb Erickson and Ismo Husu consistently since last year's pilot project event in the same venue, which was a tremendous success and a valuable exercise in identifying the challenges and solutions involved in using these spaces and venues for broader public use.

4. Is it possible to align communications for this project with the City to reduce the City's cash outlay?

Thinklandia's communications budget is already secured, so support from the City would not be applied to communications, rather public events, production, and local initiatives to promote and provoke creative public participation. We have a strong communications team and platform this year consisting of a staff volunteer and communications coordinator for Thinklandia, as well as Rifflandia communications team, Telus as a communications and social media partner, and media partners including the DVBA, Times Colonist and others, allowing us to leverage our communications budget significantly within existing staff and resources. We do look forward to working with the City in leveraging our communications plan even further though, and will keep in regular contact with its communications department as we rollout our announcements.

Thank you again for your time. If you have any other questions or need anything else at all, please don't hesitate to get

in touch.

Sincerely,

Joey MacDonald



J. MacDonald
Creative Programming Director

www.rifflandia.com
www.thinklandia.ca

On 7/16/2015 3:46 PM, Public Hearings wrote:

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

InterArts Centre for Makers

1. Provide information on how this project aligns with the City's Strategic Plan, as it's not filled out in the application.
2. Regarding the request for seven days use of the Yates Street Parkade, what is the value of that and impact of that, in terms of the capacity of this often full parkade?
3. Is the requested use of the parkade for in-kind and/or cash only and to what extent could the City's contribution be in-kind?
4. Is it possible to align communications for this project with the City to reduce the City's cash outlay?

Please note that staff from Engineering and Citizen Engagement and Strategic Planning received a copy of this email for information.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





VICTORIA'S CREATIVE FESTIVAL

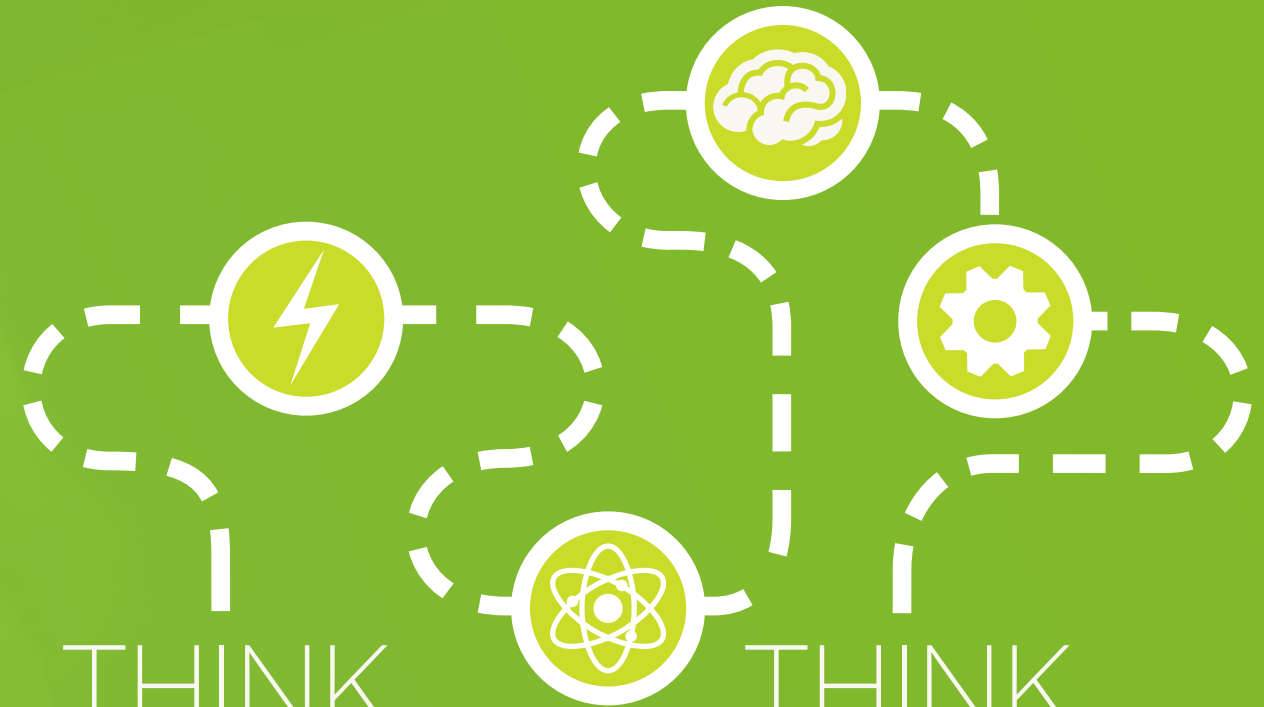
THINKLANDIA FESTIVAL • VICTORIA, BC



A PLACE FOR IDEAS

THINKLANDIA 2015

KYLA BIDGOOD
DESIGNER



THINK BIG

THINKLANDIA is a festival of imagination, thought, and inspiration created to connect our creative communities to one another, and to the world. It is a platform that incites interaction by connecting artists, thinkers, designers, and entrepreneurs in a common forum. We work to engage people in the creative process, catalyze new and innovative ideas, and support the incredible people creating change, locally and globally.

THINK BOLD

From world renowned artists and speakers, to dynamic exhibitions, to interactive installations, Thinklandia is about connecting the dots of creativity in a boldly inclusive platform, illustrating the accessibility and commonality of creativity. It is about accelerating thought and innovation, building our creative capacity and economy, and demonstrating the power of the creative process in shaping our lives, our communities, and the world.



NEW WAYS TO CREATE

ARTLANDIA 2015



DENVER JACKSON
ANIMATOR



ARTLANDIA brings together the best and brightest in our community and elevates them to new audiences, new opportunities, and new connections. Whether exposing audiences to awe inspiring work, or demonstrating new ideas shaping the creative world, or just creating small sparks through personal questions, Artlandia brings creativity and opportunity together in a common forum.



Everyone has the ability to be creative. But it takes a healthy creative community to allow important ideas to develop and be realized. Our creative capacity depends on the support we give to our creative sectors – artists, makers, designers, entrepreneurs, dreamers, creators, people using creativity as a powerful tool in innovation, leadership, and change. Supporting our creative community means supporting a generation of innovation.





A PLACE FOR MAKERS

MAKELANDIA 2015

Victoria is a craft culture, from local breweries to makerspaces. MAKELANDIA brings Victoria's builders, fabricators, craftsmen, hackers, doers, and maker community together with designers, artists, innovators, and creatives to learn, create, and collaborate.

WHO IS THINKLANDIA

CREATIVE THINKERS

Artists, designers, start-ups, entrepreneurs, people who use creativity to make change

COMMUNITY BUILDERS

Placemakers, proactive thinkers, and community minded people making a difference

MAKERS AND ARTISTS

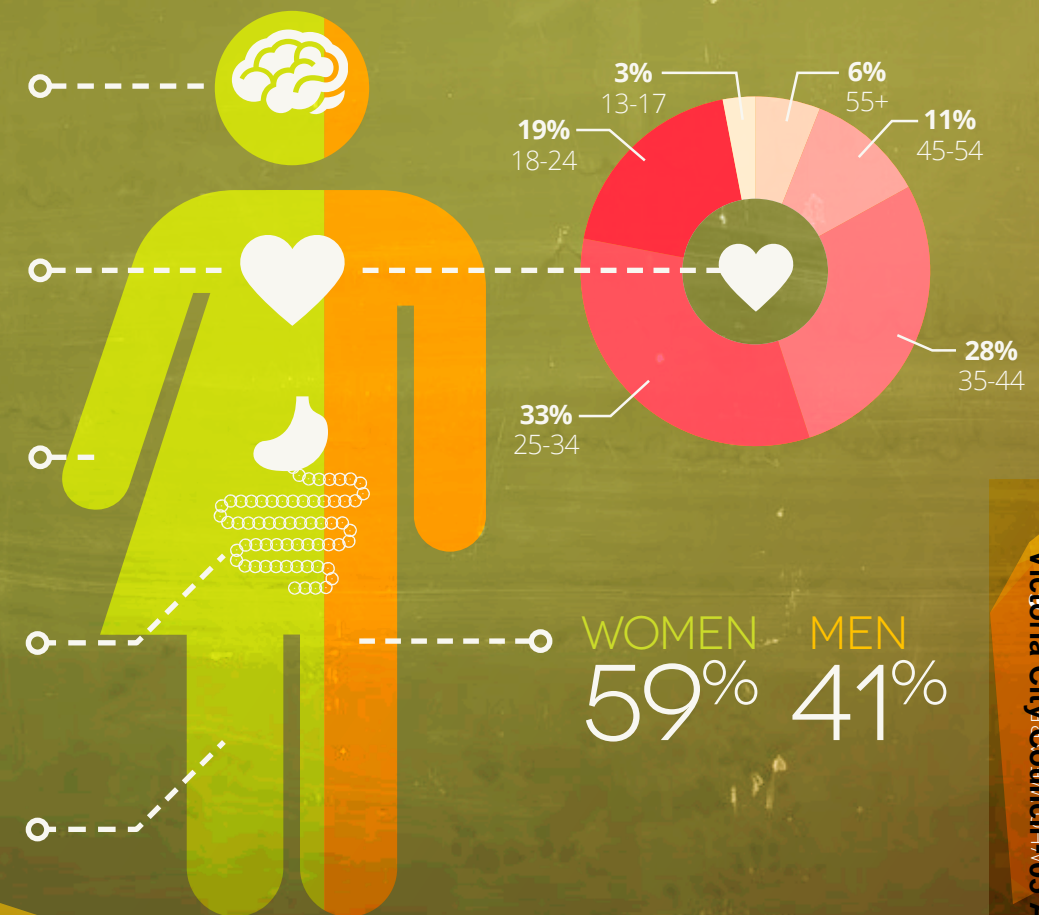
Tinkerers, DIYers, crafters, artisans, craftspeople, hobby builders, hands-on people

LOCAL APPETITES

Creativity fueled. A tasteful mind for local beer, locally roasted coffee & local flavor

ACTIVE & PROACTIVE

People active in their environment, engaged in their communities, movers & shakers





DIY DNA
PANEL AT
WHEELIES
MOTORCYCLES

BEER
BOTTLE
PUMP
ORGAN

A HISTORY OF CREATIVITY



POP-UP
PARKADE
PARTY

5 arts shows, 6 speakers,
2 DJs, a parkade roof, an
incredible view, and a new
public venue.

INTER/
ACTIVE
SKATERAMP

A collaborative interactive
installation with an audio
responsive 24' boombox
with LED EQ display.

LIVE!STOCK
POSTER
EXHIBITION

7 years & 100+ prints cre-
ated by locals and interna-
tional artists celebrating
Rifflandia's performers.

CREATIVE
SPEAKER
SERIES

Artists, entrepreneurs,
innovators, and creatives
sharing their experiences,
collaborating, and creating.

NEW
WORKS BY
MORGANA
WALLACE

HEAD
SPACE

LED
PAINT
WALL

Create your opus with this
inter-active LED paint wall
through gesture, movement,
even dance!

PAINT
WALL



A BRIGHT FUTURE

THINKLANDIA 2015

2015 represents a leap ahead for Thinklandia, and for Victoria's creative community. We are working to build the most engaging, enlightening, and entertaining creative festival possible, one that celebrates and supports our incredible creative community.



NEW PUBLIC VENUE

We are working to create conversation around public space by creating an interactive outdoor venue on a downtown parkade rooftop.



INTER- ACTIVE VENUE

Light and sound responsive LED cubes, articulated staging, modular seating, and interactive installations create an immersive environment.



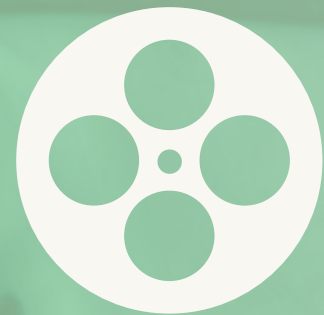
INTER- NATIONAL THINKERS

Bigger speakers, important concepts, interactive format, and programming that inspires brilliance in speaker and audience alike.



REAL TIME CONTENT

Live-streamed events, insightful interviews, in-depth speaker profiles, interactive print materials, and thought provoking content.



MEET YOUR MAKERS SERIES

THINKLANDIA 2015

Thinklandia Video Series invites speakers, creators, artists, and innovators to share their stories, their experiences, their unique moments of insight, and their notion of what creativity and craftsmanship mean to them.



"SMART PEOPLE"

Long time friends & skateboarders talk skatable art & the history of skateparks.



"DON'T BUY CRAP"

Architect Franc D'Ambrosio discusses the nature of quality, tangible design.



"MENSWEAR IS LOVE"

Designer Iain Russell's thoughts on local manufacturing, public, and connectivity.



"THINKLANDIA 2015"

Thinklandia's mission, its history, and its future as Victoria's imagination festival.



"A DAY AT THE PARK"

Royal Athletic Park comes to life with interactive installations, art, and creativity.



"MAGIC MARK MAKER"

Comic shop owner & artist Gareth Gaudin on the history of comics as a medium.



LIVE-STREAM EVENTS

Capturing, streaming, and archiving Thinklandia events & workshops.



"MEET YOUR MAKERS"

Speaking with creators about their craft, their passion, and their process.



"FROM THE GROUND UP"

A look at Victoria's coffee culture, the resurgence of local, and the DIY motives.

stories we tell



STORIES WE TELL

MONDAY SEPT. 14

YATES PARKADE

A conversation among luminaries, mediums of history, crafters of culture, and interpreters of truth. This panel focuses on the power of story telling, its role in history, the joys and dangers of fiction, and how the past informs the future through stories.



ROY HENRY VICKERS

ARTIST • AUTHOR
Celebrated artist, storyteller, and member of the Order of Canada



PANCAKE MANOR

YOUTUBE SENSATION
Popular children's show characters Zach & Reggie host the evening



STORY SLAM

5 artists, and speakers contest their story, whatever it is. 5 minutes, no rules, best story takes all.

~~Illegal~~



ILLEGAL

SUNDAY SEPT. 13

YATES PARKADE

ILLEGAL explores the contingencies, eccentricities, and everyday actions that exist outside of the typical realm of law, as well as the motivations and barriers experienced by those actively operating outside of the system.

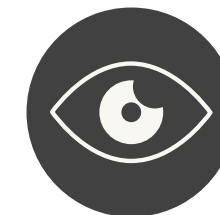
KEYNOTE



STEPHEN REID

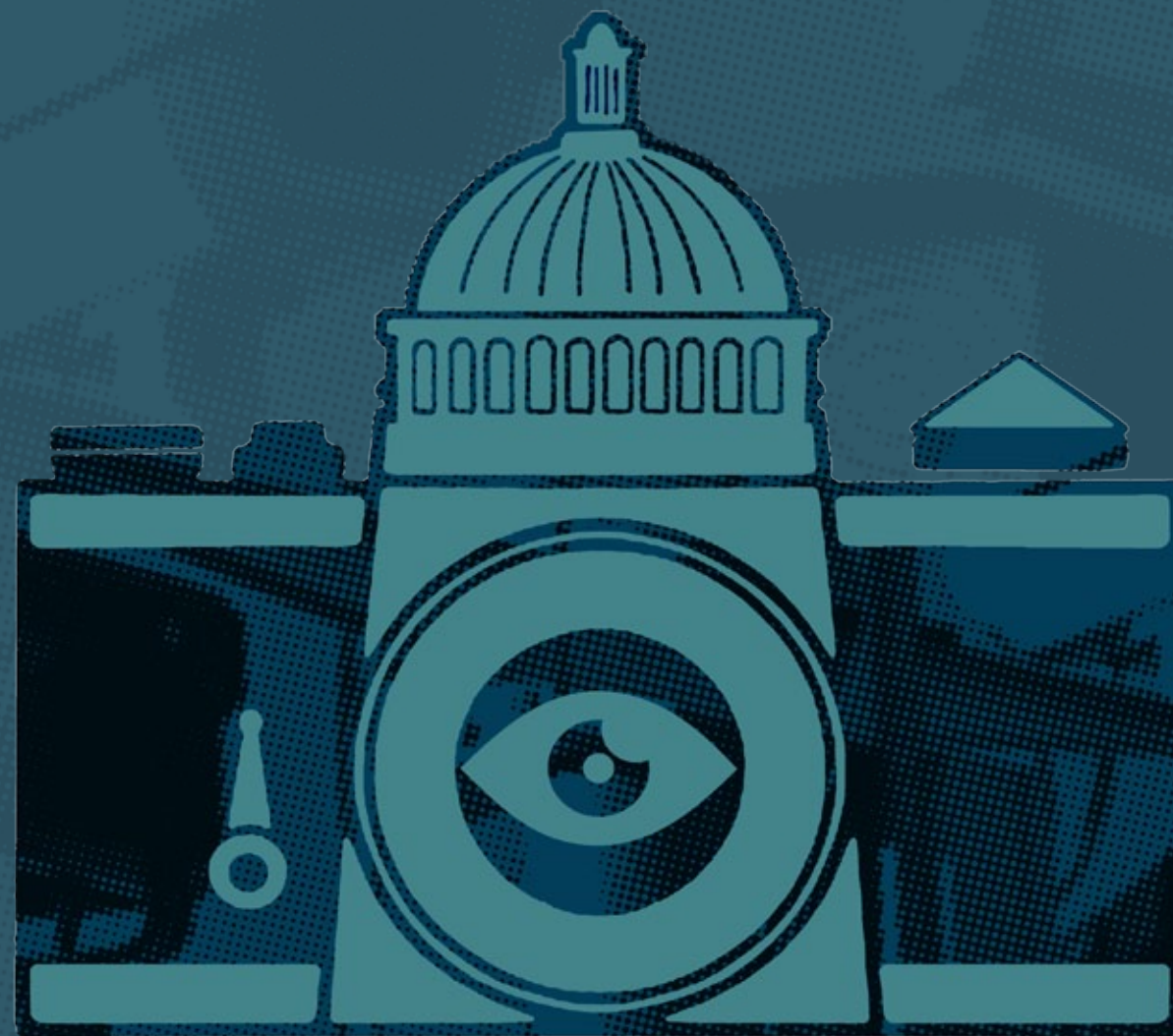
AUTHOR • CRIMINAL
Reid is an author, a poet, an addict, and a character of folkloric level.

WORKSHOP



MISSION VS. PERMISSION

Street artists create, workshop, and discuss acts of culture created outside of - and despite - the law.



SECURITY



SECURITY

SUNDAY SEPT. 13

THE ATRIUM

SECURITY examines the many facets of liberty, privacy, and self determination, in everything from food security, to online privacy, to the role and rights of any individual in society today. Security today is a broad term in need of defining - security for whom? Security from whom?

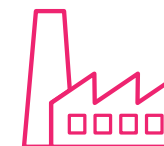
SECURITY will feature 3 speakers speaking on different aspects of the concept of security - personal security, financial security, food security, domestic security, and everything in between.

WORKSHOP



STATE+STORY MORNINGS

Series of local creative events bringing like-minded creatives together for coffee & conversation.



PUBLIC

FRIDAY SEPT. 11

YATES PARKADE

PUBLIC is a forum to explore, express, and create the conditions we all want to see. It brings together participants from every aspect of public life into a common discussion about who we are, what we want to be and see, and how we get there together.

KEYNOTE



**DAVE
MESLIN**

POLICY ENGAGEMENT
Hidden Cameras member and advocate for political engagement

WORKSHOP



**ITERATION
STATIONS**

5 interactive stations where participants can propose, refine, and support open-sourced public policy.



Perspective



PERSPECTIVE

TUESDAY SEPT. 15

YATES PARKADE

PERSPECTIVE explores the ability to approach common problems from an independent frame of reference, and the incredible new ideas generated from the simple practice of seeing differently. Perspective aims to reframe emerging discussions around broader opportunities for communication.

KEYNOTE



BIF NAKED

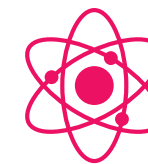
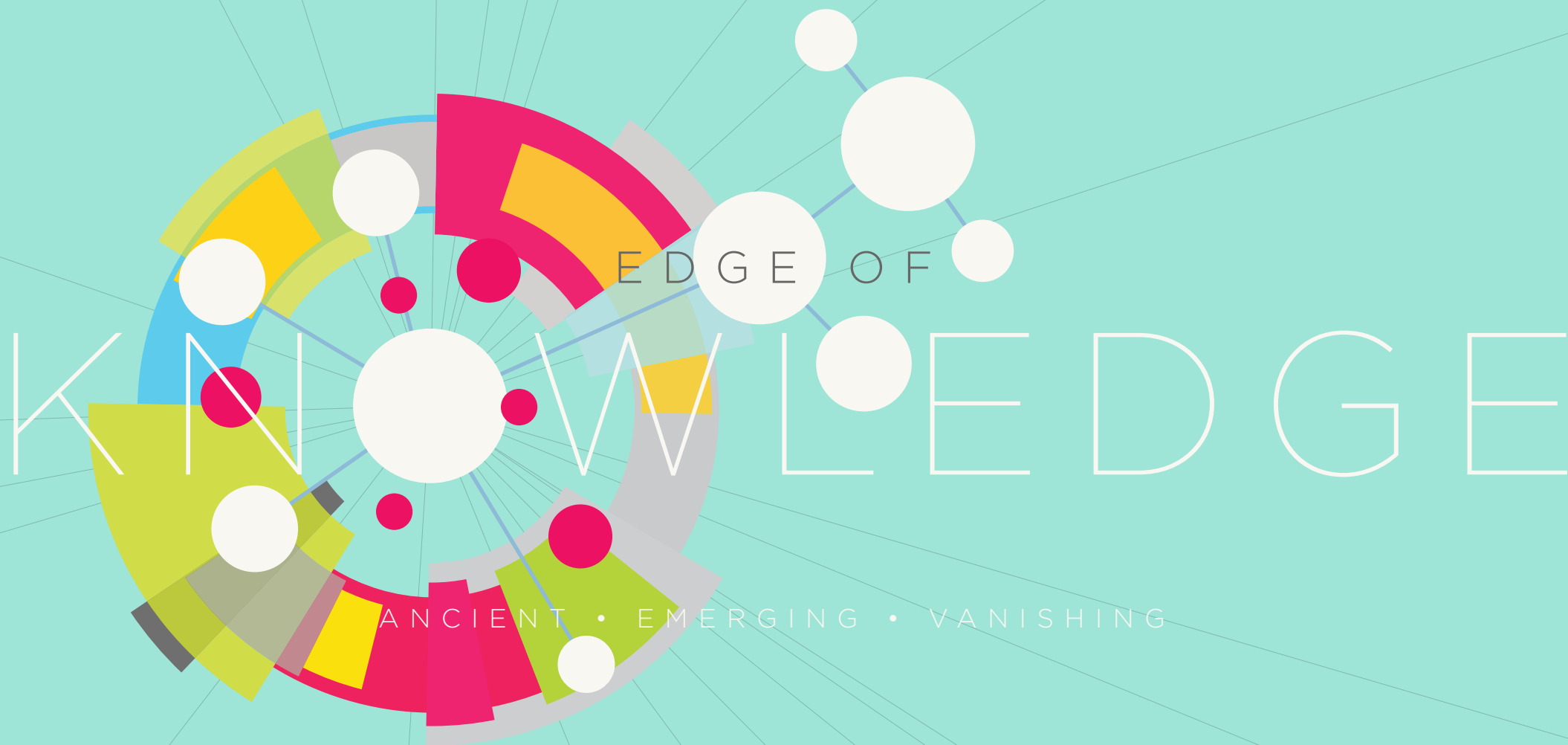
MUSICIAN, ACTIVIST
Renowned musician, doctor, actor, activist, and cancer survivor.

WORKSHOP



SLAM POETRY

5 slam poets infuse and inform the conversation with their cadence and their poetic perspectives.



EDGE OF KNOWLEDGE

SATURDAY SEPT. 12

YATES PARKADE

Edge of Knowledge is an exploration spanning through of years and billions of miles, from ancient wisdom known and taught for generations, to emerging notions of reality and the nature of existence, to aspects of reality that elude us still.

KEYNOTE



DEREK MULLER

PHYSICIST • EDUCATOR
PBS television presenter and creator of science channel Veritasium.

WORKSHOP



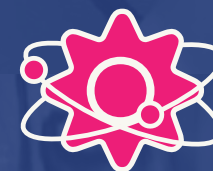
LIVE SPACE LAUNCH

We launch of Chris Mackey's famous mullet "Winston" into low-orbit space live for charity.



BECOME A PARTNER

THINKLANDIA connects people to creativity, and our creative community to global possibilities. In supporting Thinklandia, you are supporting more than a festival, but an entire creative community.



OFFICIAL PARTNER

- ✓ YEAR-ROUND RECOGNITION
- ✓ VIDEO SERIES SPONSOR
- ✓ ALL BENEFITS BELOW

\$50K



PRESENTING PARTNERS

- ✓ DEDICATED EVENT PARTNER
- ✓ PRESENCE AT ALL EVENTS
- ✓ ALL BENEFITS BELOW

\$25K



SUPPORTING PARTNERS

- ✓ CREATIVE CONTRIBUTION
- ✓ PROMINENT RECOGNITION
- ✓ ALL PERKS BELOW

\$10K



COMMUNITY PARTNERS

- ✓ VIP EVENT ACCESS
- ✓ SOCIAL MEDIA MENTIONS
- ✓ ALL PERKS BELOW

\$1-5K



MEDIA PARTNERS

- ✓ LOGO IN PRINT MATERIALS, WEBSITE, AND SOCIAL MEDIA
- ✓ SPECIAL EVENT ACCESS

\$1K+

BUILD VICTORIA'S CREATIVE FESTIVAL

THINKLANDIA 2015

FOR SUPPORT INQUIRIES, IDEAS, AND OPPORTUNITIES, GET IN TOUCH.

PROGRAMMING@THINKLANDIA.CA



Thinklandia is about bridging the gaps on the broad creative spectrum. We look to you the community to make this the most relevant and supportive festival it can be.

We want to hear how you can help make Thinklandia bigger, brighter & bolder. Get in touch with your ideas and opportunities. We'll go from there.

LET'S STAY IN TOUCH

THINKLANDIA 2015



“ THE SCIENTIFIC
METHOD AND THE
ARTISTIC PROCESS
ARE THE TWO MOST
ROBUST PROBLEM
SOLVING METHOD-
OLOGIES EVER
DEVELOPED. ”

ANDREW SIMONET

SUPPORT IDEAS

For programming inquiries, artist submissions, and festival ideas

ideas@thinklandia.ca

For partnerships, and to support and help grow Thinklandia

programming@thinklandia.ca

PROGRAMMING
Joey MacDonald

WRITING
Hailey Finnigan

DESIGN SUPPORT
Connor McCleary

WEBSITE
Brian Holt

RESEARCH
Amber Holman

DESIGN
Joey MacDonald

PRODUCERS
Nick Blasko, Dimitri Demers & Casey Austin

SUPPORT
Ann Dams • Amber Holman • Michele Murphy • Sheila Alonzo • Vanessa Pattison
Morgan Blake • Bruce Nelson • Kathryn Mullis • Kristen Wright • Alain Champagne

atomique
productions

Thinklandia


INTERARTS

V I A T E C



WWW.THINKLANDIA.CA



#101-3960 Quadra Street, Victoria, BC V8X 4A3
Tel: 250-592-3479 Fax: 250-361-3422
Email: info@islandsexualhealth.org
www.islandsexualhealth.org

To whom it may concern

Subject: City of Victoria 2015 Strategic Plan Grant
Island Sexual Health Society; CRA #1199158673RR0001

Contact:
Bobbi Turner, Executive Director; 250-592-3479 ext. 206;
bturner@islandsexualhealth.org
101 – 3960 Quadra Street
Victoria BC V8X 4A3
Phone: 250 592-3479 (extension 206)

The Island Sexual Health society leads in the provision of exemplary sexual health education programs and clinical services. We look forward to the opportunity to apply for funding through your 2015 Strategic Planning Grant Program.

We would like to add that in 2014 our society faced some serious funding issues and as a result ended the 2013/2014 fiscal with a large deficit. We are very pleased to report that the society, with re-structuring and increased support from Island Health, has managed to finish this most recent fiscal (ending March 31st, 2015) with a surplus. We would be more than happy to provide any additional documentation around this as needed.

We thank you for the opportunity to apply for support through your Grants Program. Please feel free to contact me for any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to be "BT", written over a light blue horizontal line.

Bobbi Turner
Executive Director
Encls.



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Island Sexual Health Society

Mailing Address: 101-3960 Quadra Street

Contact Person: Bobbi Turner

Email: btumer@islandsexualhealth.org

Telephone: 250 592-3479 (206)

Website: islandsexualhealth.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: 1191158763RR0001

Organization mission/mandate

Island Sexual health leads in delivering exemplary sexual health services. Through the provision of clinical care and education, we empower individuals to make choices that enhance well-being; provide all-inclusive services and resources that support sexual health; and celebrate diversity of sexual expression. We define sexual health as a state of physical, emotional, mental, and social well-being relative to sexuality, and we strive to provide accessible services throughout Greater Victoria.

Brief history and role in benefitting residents of Greater Victoria

Island Sexual Health (ISHS) was established in 1969 in Victoria, BC and was incorporated April 11, 1984. Operating as a registered charity, ISHS is governed by a volunteer board of directors and has an operating budget of 1.5 million dollars. In our last fiscal, ISHS had a total of 27,000 patient visits to our 4 clinic locations (throughout Greater Victoria) for sexual health issues such as contraception and safer sex education; contraception prescriptions and IUD insertions; STI vaccination, testing, treatment, and support; pregnancy testing, pro-choice decision making support, and referrals; pap and pelvic exams; genital and breast exams; and access to free safer sex supplies including condoms, gloves, and oral dams. ISHS currently has 20 full and part time staff, 25 physicians and over 40 volunteers to assist in the provision of clinical sexual health services. ISHS provides placement for second year medical residents through the University of British Columbia in addition to placements for nursing, social work, and women's studies practicum students through the University of Victoria and Camosun College. In 2014/2015, ISHS's community education program provided education for over 12,000 participants through 496 workshops for students (Kindergarten-University), parents, and other community members. ISH's education program works to maximize sexual health education through the provision of comfortable, comprehensive, and interactive education workshops. In addition to our large volunteer base, ISHS provides placement for second year medical residents through the University of British Columbia in addition to placements for nursing, social work, and women's studies practicum students through the University of Victoria and Camosun College.

How many paid staff at organization? Full Time: 8

Part Time: 12

How many volunteer staff at organization? 40

Total volunteer hours: 4,420 per year



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? 1.5 million

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Medical Services Plan	800,000.00	Clinical Services
Island Health	127,740.00	Education
Product Sales	336,000.00	Clinical Services
Fee's	130,000.00	Education and Clinic Programs
Fundraising and Donations	106,260.00	Education and Clinic Programs

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Inclusion Development Project

Brief description of the project or program and why the grant is needed.

As a service provider ensuring equity, diversity and inclusion is a critical component in the delivery of sexual health services. As an organization we have the responsibility of ensuring that the services we provide along with how and where we delivery these services reflect the needs of our existing and potential clients. ISH wants to ensure that our staff and the services we deliver are culturally competent and reflect the diversity of our community members. While we have actively worked to ensure that we do provide inclusive services we are aware that we need to continue to address all aspects of our organization to be successful in our commitment to service diversity and in communicating with our community.

This project will take a four prong approach.

To begin with we would enlist the support of our youth committee to develop a questionnaire and plan for focus groups with several different community organizations (Victoria Sexual Assault Centre, the trans Community and Gays Men's network) to illicit information on the needs of these community members related to clinical practice.

Training (through VSAC's Trans Inclusion Workshop) for all organization staff that would provide us with the groundwork needed to develop an action plan to work towards sustainable and inclusive changes that we can carry forward with long term.

With this information meet and actively involve all staff, board members, volunteers and physicians in a strategic planning session to review current policies and procedures and actively address areas of inequity or areas that need a more formal review. Address such questions as how we can improve community understanding around these issues? As well as explore what is our role as a service provider in educating the public?

From there we would develop a plan (or inclusive blueprint) that addresses any needed changes to policies, procedures and internal organization structures such as client handouts, website wording, etc, in addition to addressing potential ways we can work towards improved public understanding of these issues.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Strive for Excellence in Land Use |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Build Financial Capacity of the Organization |



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E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

- | | |
|---|--|
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Complete a Multi-modal Active Transportation Network | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empowering the Community not only addresses how ISH can offer a safe and inclusive place for all community members but also builds on the strength of empowering those in our community to understand and better relate to our diverse population. Our intention is to involve youth in this process not only to educate other youth but to engage all ages around issues related to equity and inclusion. In our youth we see a generation that are often more open to diversity and through this openness we feel we can better communicate with the community at large.

This project also ties in with the strategic plan around Social Inclusion and Community Wellness. Our aim is to make our program as accessible as possible especially for those more marginalized clients. Clients who feel disadvantaged need a safe and secure place to access services and our organization strives to ensure that we are sensitive and open to addressing their needs.

How many will benefit from the project or program 1,000+

Percentage of Greater Victoria Residents? .3%

Who is your target audience? Marginalized community members who need access to safe and supportive sexual health services



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost **\$3,540.00** Amount Requested **\$2,000.00**

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 8%

How much is the organization contributing to this project or program? **\$ 1,540.00**

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☒ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Victoria Sexual Assault Centre	Alyx McAdams	250 507-3616	\$300.00

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 300.00

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Any efforts that can be made on supporting ISH to be more inclusive will benefit both the organization and community. With less funding we still feel we can make an impact on better meeting these needs by implementing those aspect of this project that will provide the most benefit in the immediate and work towards long term solutions over time.



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Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 24th/2015 To: December 31st/2015

Project or program location: 101-3960 Quadra Street _____

Project or program timeline and major milestones.

Date	Milestone
August 2015	Youth Committee and Coordinator to administer questionnaire to local agencies for inclusion feedback
Late August 2015	Trans Inclusion Workshop with VSAC
September to October 2015	Coordinator to arrange Strategic Planning Session with all ISH Staff, Doctors and Volunteers
November/December 2015	Development of the Inclusive Blueprint that will direct ongoing internal changes and address direction of community based tasks/events to increase community awareness.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program 8

Total volunteer hours required: 160

Can the project or program occur without volunteer support?

☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☒ Annual Report

☐ Other _____

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: EXECUTIVE DIRECTOR

Name: ROBERTA (BOBBI) TURNER

Date: JUNE 26th, 2015

BUDGET: Inclusion Development Project

Complete	Items	Details	Total Amount
Expenses	Salaries/wages/benefits	Project Coordinator	\$1,950.00
	Staff Costs related to training		\$600.00
	Strategic Planning Facilitator		\$250.00
	Office Supplies/Space		\$650.00
	Inclusion Workshop provided by VSAC		\$300.00
	Total Expenses		\$3,750.00

Complete	Items	Details	Total Amount
Revenues –	ISHS contribution		\$1,450.00
	City of Victoria		\$2,000.00
	VSAC		\$300.00
	Total Revenue		\$3,750.00

[Canada.ca](#) [Services](#) [Departments](#) [Français](#)



[Canada Revenue Agency](#)

[Home](#) / [Charities and giving](#) / [Charities listings](#) / Search

Basic search results

Statistics and data on the Charities and giving webpages are compiled by the Charities Directorate of the Canada Revenue Agency (CRA) for the sole purpose of providing the public with direct access to information about charities in Canada.

The CRA is not responsible for the use and manipulation by any persons of this information.

Search criteria

Charity name: Island Sexual Health Society

Charity status: Registered

Search results: 1 match found.

Didn't find what you were looking for? See [Search tips](#).

Showing 1 entry on this page.

Charity name: ISLAND SEXUAL HEALTH SOCIETY / 119158673RR0001

Charity status: Registered

Effective date of status: 1984-04-11

Sanction: N/A

Address: 101-3960 QUADRA ST

City: VICTORIA Province/territory/outside of Canada: BRITISH COLUMBIA Country: CA

Postal code/Zip code: V8X4A3

Charity type: Health

Category: Services Other Than Hospitals

Showing 1 entry on this page.

Display list view

Downloading instructions

Download results

New search

Related links

[Contact the CRA Charities Directorate](#)

[Videos and recorded webinars for donors and charities](#)

Date modified:

2015-01-28



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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: IslandTransformations.Org Educational Society
Mailing Address: 435 Kipling Street, Victoria, B.C. V8S 3J9
Contact Person: Gerry Howell Jones Email: ghowellj@telus.net
Telephone: 250-383-2501 Website: islandtransformations.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0045923
Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: n/a

Organization mission/mandate

- Work for sustainable solutions to community concerns on or adjacent to Vancouver Island, and
- Act as a catalyst for activities that help provide 1) an enhanced quality of life that ensures a sustainable, healthy safe environment and 2) a sustainable economy that encourages prosperity for all and enhances human dignity

Brief history and role in benefitting residents of Greater Victoria

- Researched & published *The Light Rail Economic Opportunity Study* in 2002; subsequently made presentations on findings to about 50 Greater Victoria organizations.
- Organized The Malahat Coalition (promoting alternatives to highway expansion) and Cool Capital Coalition (challenging all CRD municipalities to create *Climate Protection Actions Plans* to cut greenhouse gas emissions); supported the Cool Colwood initiative.
- Continuing to mount displays at various venues throughout the CRD on rail based integrated transportation & renewable energy.
- Continuing to produce weekly web based newsletter focusing on sustainable transportation, integrated planning and renewable energy.

How many paid staff at organization? Full Time: Nil Part Time: Nil

How many volunteer staff at organization? Nil Total volunteer hours: More than 800 hours annually

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? Basic budget of \$300, supplemented by project grants & honorariums _____

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Memberships	\$300	Room rentals & display materials
Project grants	Vary annually	Project costs



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Student presentation honorariums	Vary annually	Room rental costs

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Ivy Place Right-of-Way Enhancement

Brief description of the project or program and why the grant is needed.

The Ivy Place Right-of-Way in Oaklands is a steep hillside covered in vegetation, including a significant camas field and large Garry Oaks. With no defined use, and not used for vehicles, it has become an interesting rambling walking pathway for the locals, including children going to school and mediation walks, and as a walking connector. However, it remains a "secret" pathway to the general neighbourhood due to its hidden entranceways and unmaintained appearance.

This project will establish a well-defined pedestrian walkway at the Ivy Place Right-of-Way while enhancing the endangered Garry Oak ecosystem and addressing water considerations. Neighbours, school kids and local community, together in a collaborative effort with the City and environmental organizations will pool their resources to plan, remove invasive plants, plant new native shrubs and flowers, and improve the entranceways. The project will provide education on natural areas and lessons learned through walks, workshops/work parties, and the project report.

The grant is needed 1) to help provide focus to the project involving a wide range of participants: the City, neighbours, school kids, environmental groups, and the local community and 2) to provide key funding for plants, pathway material, signage and a watering tap.

The best time to plant native plants is in November/December, and therefore this project can be completed by year end versus other natural area projects in which main planting season is usually spring. This also means that the results and final report of this project can be quite useful as an early example for other projects throughout Victoria, and for the City to evaluate the suitability of the new granting process.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input checked="" type="checkbox"/> Build Financial Capacity of the Organization | <input checked="" type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input checked="" type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Innovate and Lead: Working collaboratively with the City, local community and environmental/natural area organizations, this project will help provide the principles for 1) establishing a Greenways advisory committee and 2) the enhancement of natural

areas within what is already public space.

Engage and Empower the Community: This project will show how local residents can work proactively together to enhance their unique area, which in this case is the ambience and pedestrian connectivity of the Ivy Place Right-of-Way. This project builds upon Edmonton's Great Neighbourhood initiative in which a key element is "working with residents and supporting their efforts to create the place they want their neighbourhoods to be". The topography of the Ivy Place Right-of-Way naturally lends itself to walking only, which makes it an ideal candidate to support walking programs such as "Walk On, Victoria".

Strive for Excellence in Planning and Land Use: An on-going discussion and debate in Victoria is how to manage and define the use of the large number of ill-defined road Right-of-Ways. Driven by placemaking principles, this project will focus on one of those Right-of-Ways, Ivy Place, with a goal to enhancing it and the local surrounding area, and as a connector to local urban village (Hillside Centre) and public transportation.

Build the Financial Capacity of the Organization: This project will provide an opportunity to explore how pedestrian walkways in natural areas can enhance the neighbouring properties in value, quality and usability.

Create Prosperity Through Economic Development: Economic development in Victoria is often focused on the downtown hub, yet the outlying neighborhoods also have enormous potential for both building economic growth and diversifying. The area surrounding Ivy Place has already seen an early indication of the growth potential of economy and local jobs by having natural areas and Greenways as prominent features; this project will build upon that foundation and encourage this emerging trend.

Make Victoria More Affordable: Too often "more affordable" necessitates that natural areas are first to be sacrificed; but that need not be the case here. The Ivy Place "Right-of-Way" and surrounding area provides the opportunity through cooperative and smart planning to protect and enhance the natural areas at the same time as providing affordable housing through, for example, appropriate use of garden suites. Also see objective below, "Facilitate Social Inclusion and Community Wellness".

Facilitate Social Inclusion and Community Wellness: One successful way of promoting community wellness in a bustling city is to provide some significant natural pockets in the local neighbourhood so that residents, including school children, can immerse themselves in the natural experience not only more frequently but also without having to travel long distances. This ensures more equal access to natural areas for those on limited incomes that cannot afford and would not otherwise be able to travel to intriguing, natural-oriented destinations outside the city.

Enhance and Steward Public Spaces, Green Spaces and Food Systems: The most important objective that this project addresses is to enhance a public space, which happens to already be a green space. This project can provide valuable "hands-on" input into the Parks Master Plan, will enhance the native Garry Oak ecosystem, and improve connectivity for the ecosystem corridor to Summit Park. Many native plants are edible and indeed were important food sources for native peoples. They have the advantage of requiring much less watering, or perhaps none, after they have been established (especially important in terms of conserving valuable water resources, something that will only become more critical as we see the effects of Climate Change).

Complete a Multi-Modal and Active Transportation Network: The focus of this project is to provide an intriguing walking experience with connectivity. It is already used quite extensively by residents of the local neighbourhood, but needs improvements, particularly at the entranceways in order to tie it in and identify it as part of a recognizable pedestrian transportation network to the local urban village, (Hillside Centre), public transportation and another important 2015 Greenway connector, the Doncaster pathway which is scheduled by the City of Victoria for improvement in Summer 2015. The project could also provide an early "pilot" for the "No Exit for Motor Vehicles" signage program planned by the City of Victoria.

Nurture Our Arts, Culture and Learning Capital: The arts and culture partners, local schools and daycares will be engaged through the educational walks focused on native natural areas and involvement in planting work parties.

Steward Water Systems and Waste Stream Responsibly: The Ivy Place "Right-of-Way" is on the edge of the Bowker Creek watershed. This project will highlight the importance of Bowker Creek and implement measures to handle water drainage issues. The project is also on top of a hill, so it will also focus on water retention techniques to reduce strain and issues downhill.

Plan for Emergencies Including Climate Change Short and Long-Term: While it is recognized that this objective is focused on dealing with emergencies, one possible cause of such emergencies is noted as "Climate Change". The Ivy Place Right-of-Way project addresses Climate Change in many ways, which helps reduce the need for such emergencies, particularly if replicated in other areas. This is accomplished: by enhancing the non-motorized transportation, reducing the need for vehicular traffic; by providing an intriguing local natural attraction, more people will spend their time in the area rather than driving to more distant destinations; by establishing a strong pool of native plants which are arguably more resilient to Climate Change effects.

Demonstrate Regional Leadership: While it is recognized that this objective is focused on amalgamation, the title is "Demonstrate Regional Leadership" and in that regard, this project can show leadership. As noted in the above objectives, this project shows regional leadership by: empowering the community, effective and appropriate use of Right-of-Ways, incorporation of natural areas and pedestrian Greenways, community wellness, Bowker Creek awareness, and addressing Climate Change.

How many will benefit from the project or program? Oaklands and surrounding area

Percentage of Greater Victoria Residents? n/a%

Who is your target audience? local community and residents, walkers, schools, daycares, workers



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 3850 Amount Requested \$ 1900

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0 %

How much is the organization contributing to this project or program? \$ 1950 (through volunteers, see below)

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Volunteers	Clare Thomas	(778) 679-8940	\$1950

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 1950

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without funding, the project would not have the plant or path material to work with, and so the project would not be able to proceed.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 24, 2015 To: December 31, 2015

Project or program location: Ivy Place Right of Way Enhancement

Project or program timeline and major milestones.

Date – Start to (Milestone)	Activity (Milestone)
Jul 2015 to (Oct 2015)	Develop detailed ecosystem plan covering planting, pathway, maintenance, drainage aspects, including watershed protection for Bowker Creek (Plan completed)
Jul 2015 to (Oct 2015)	Research plant inventory and develop mapping (Inventory/map document complete)
Jul 2015 to (Dec 2015)	Develop project report document as the project evolves, with significant findings and observations (Final report document completed)
Aug 2015 to (Dec 2015)	Remove invasive plants (Ongoing)
Sep 2015 to (Dec 2015)	Determine location of directional signs in neighbouring area (Signs erected)
Sep 2015 to (Dec 2015)	Design entranceways to increase visibility and engage local community (Entranceways installed)
Sep 2015 to (Dec 2015)	Implement water retention, drainage, soil erosion measures (Measures completed)
Nov 2015 to (Dec 2015)	Plant native shrubs and flowers (Planted)
Nov 2015 to (Dec 2015)	Enhance pathway surface (Upgraded surface)
Dec 2015 to (Dec 2015)	Update Native Ecosystem Corridor plan (Plan completed)

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 Total volunteer hours required: 130

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

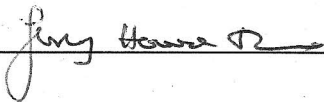
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Secretary

Name: Gerry Howell Jones

Date: June 25, 2015

**Ivy Place Right-of-Way Enhancement
2015 Budget**

Expense Item	City funded	Other Sources	Total
Volunteer Labour		\$1,950.00	\$1,950.00
Native Plants	\$900.00		\$900.00
Directional Signs	\$550.00		\$550.00
Path material	\$200.00		\$200.00
Watering tap	\$250.00		\$250.00
TOTAL	\$1,900.00	\$1,950.00	\$3,850.00

2015 Annual Report BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: **June 23, 2015 12:26 PM Pacific Time**

ANNUAL REPORT DETAILS

NAME OF SOCIETY

ISLANDTRANSFORMATIONS.ORG EDUCATIONAL SOCIETY
435 KIPLING STREET
VICTORIA BC
CANADA V8S 3J9

SOCIETY INCORPORATION NUMBER

S-0045923

DATE OF INCORPORATION

April 3, 2003

DATE OF ANNUAL GENERAL MEETING (AGM)

May 22, 2015

DIRECTOR INFORMATION as of May 22, 2015

Last Name, First Name, Middle Name:

DILLER, ERIC

Physical Address:

9250 EAST SAANICH RD
NORTH SAANICH BC V8L 1H8

Mailing Address:

9250 EAST SAANICH RD
NORTH SAANICH BC V8L 1H8

Last Name, First Name, Middle Name:

FAULKES, RICHARD M

Physical Address:

196 WERRA RD
VICTORIA BC V9B 1N4

Mailing Address:

196 WERRA RD
VICTORIA BC V9B 1N4

Last Name, First Name, Middle Name:

GARTSHORE, IAN ELLIOT

Physical Address:

353 7TH ST
NANAIMO BC V9R 1E3

Mailing Address:

353 7TH ST
NANAIMO BC V9R 1E3

Last Name, First Name, Middle Name:

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HENDERSON, IRWIN

Physical Address:

158 MEDANA ST
VICTORIA BC V8V 2H5

Mailing Address:

158 MEDANA ST
VICTORIA BC V8V 2H5

Last Name, First Name, Middle Name:

HOWELL JONES, GERRY (Name Correction or Legal Name Change from JONES, GERG-HOWELL)

Physical Address:

435 KIPLING ST
VICTORIA BC V8S 3J9

Mailing Address:

435 KIPLING ST
VICTORIA BC V8S 3J9

Last Name, First Name, Middle Name:

TROTTER, ROBERT

Physical Address:

3823 MERRIMAN DRIVE
VICTORIA BC V8P 2S8

Mailing Address:

3823 MERRIMAN DRIVE
VICTORIA BC V8P 2S8

Last Name, First Name, Middle Name:

WICKSON, ROBERT

Physical Address:

2836 INEZ DRIVE
VICTORIA BC V9A 2J1

Mailing Address:

2836 INEZ DRIVE
VICTORIA BC V9A 2J1

IslandTransformations.Org
Financial Statements
As of March 31, 2015

INCOME & EXPENSES	2013-14	2014-15	Change	Notes
Income				
Contributions	75.00	0.00	-75.00	No geography class presentat
Interest - chequing/savings	0.19	0.03	-0.16	
Interest - term deposit	36.93	37.37	0.44	
Membership dues	155.00	110.00	-45.00	Arrears to be collected this
Total income	267.12	147.40	-119.72	
Expenses				
Displays	31.50	160.75	129.25	Insurance for CUPF display plus pamphlet printing
Meeting hall rental	0.00	0.00	0.00	
Meeting room rental	0.00	120.00	120.00	\$60 owing (plus \$180 from last fiscal year)
Society Act filing	25.00	0.00	-25.00	\$25 to be reimbursed
Donations	0.00	0.00	0.00	
Cheque purchase	0.00	75.95	75.95	Original cheque order sufficed until 2014!
Total Expenses	56.50	356.70	300.20	
Net Income	210.62	-209.30	-419.92	
ASSETS & LIABILITIES	Mar 31,14	Mar 31,15	Change	
Assets				
Cash box	23.72	23.72	0.00	
Chequing/Savings a/c	1,098.36	851.69	-246.67	
Term deposit	3,114.03	3,151.40	37.37	Bequest in term investmen
Credit Union shares	5.00	5.00	0.00	CCSCU moved shares to separate account in Feb/13
Total Assets	4,241.11	4,031.81	-209.30	
Current Liabilities				
Equipment Maintenance Fund	177.30	177.30	0.00	No LCD projector rental this FY
Meeting room rental owing	180.00	240.00	60.00	Invoice requested
GST payable	-205.93	-205.93	0.00	
Total Current Liabilities	151.37	211.37	60.00	



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Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

Number under section 2 Society or Charity confirmation – ✓ Provide society number ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: James Bay Neighbourhood Association

Mailing Address: c/o 234 Menzies St V8V 2G7

Contact Person: Marg Gardiner

Email: marg.jbna@shaw.ca

Telephone: 250-360-0300

Telephone: 250-360-0300

Website: jbna.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ✓ Yes

Society Registration Number: S-0031280

Are you a registered Charity? ✓ No

Organization mission/mandate

The mandate of the James Bay Neighbourhood Association (JBNA) is to enable the community to be actively involved in the preservation, rehabilitation, and planned development of James Bay, so as to preserve and enhance the quality of the environment and life therein.

Brief history and role in benefitting residents of Greater Victoria

JBNA has served the James Bay as the community land-use organization for James Bay since 1993. It contributes over a thousand hours of community service each year. JBNA is the only community organization that holds monthly open public informational meetings at which any resident from James Bay may speak on an issue.

As of July 1, JBNA will have the insurance necessary to carry out projects such as the one this application supports.

JBNA has identified, through the residents' survey, correspondence, and General Meetings resident concerns with regards to land use including the use of public property, JBNA will now be in a position to broaden activities to highlight public realm and to further engage the community in land use and environmental matters. Regarding the City created/owned ramp at the north side of Fisherman's Wharf Park, which is the site for this project, **JBNA requested that this ramp be built** as it was not in the original Fisherman's Wharf Park concept plan approved by Council.

How many paid staff at organization? Full Time: 0

Part Time: 0

How many volunteer staff at organization? **6 on Board, 5 newly appointed volunteers on DRC and O&A Committees and other volunteers as needed**

Total volunteer hours: 1000-2000/yr

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? **Unknown for 2015/16: 2014/15 = \$3,700,**

What other sources of funding do you receive and how is it used? **A few donations, upon occasion, collected at public meetings. Used to provide snacks a couple times each year.**

Source	Total Funding	Use
CoV	TBD	All JBNA activities, public meetings, administrative, web-site, advertising etc

Has the organization filed for bankruptcy or currently seeking credit protection? ✓ No



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2015 Strategic Plan Grant Application Form

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Fisherman's Park Mural: The Ramp**

Brief description of the project or program and why the grant is needed.

The ramp at the north end of Fisherman's Wharf Park is well used but unsightly; it is a chunk of concrete with metal railings. A mural, in these with Fisherman's Wharf would enhance the experience of Fisherman's Wharf Park for residents and visitors. See photos on the last page.

The project would involve the following:

~ inviting JB children (through schools and home-schooling groups) to participate in a MURAL visioning at the park, with children contributing their ideas of items/pictures to be included on the Mural. Tent to be sent up and children provided with colouring materials such as sidewalk chalk, paper, other coloring materials etc. The event budget would be about \$600 for advertising (JB Beacon) materials and snacks.

~ assembling concepts and creating paper template of mural (under supervision of art consultant)

~ base-coat painting of the wall, and painting of the mural by volunteer "older" children and adults

~ top-coating with sealant of the mural.

~ volunteers paint and supplies as estimated through discussions with Industrial Plastics and Paints = \$550.

Total costs for project \$1,150 plus administrative/contingency of \$100 = \$1,250 plus 200-300 volunteer hours.

Does this project or program impact public space? ☒ Yes

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The project would serve the community well by permitting residents to be part of the creation of the park – making it even more of a community amenity than it has become. It will transform a plain concrete wall that is a visual focus as one approached the park from the north side, providing a visual break between the hard-top pavement area and the park. The theme or design of the mural would be reflective of the area, meaning the park, sea and nature.

The mural will engage and empower residents before, during, and after its creation. It will facilitate inclusion by inviting school-age children in James Bay to participate. The public space will be enhanced with artful colour.

This would be the first special project grant to JBNA funded by the City.

With the new grant program, the JBNA Board has identified 3 projects: This is the first, which would serve to engage residents in a different way, leading to the more significant projects to follow. In the fall, JBNA will submit an application for a Douglas Street charrette/place-making event which would focus on specific intersections on Douglas facing Beacon Hill Park; in the fall of 2016, JBNA intends to submit an application for a charrette/place-making event which would focus on Five Corners shortly after the completion of phase 1 of Capital Park.

How many will benefit from the project or program? **Thousands** Percentage of Greater Victoria Residents? **20-50% & Visitors**

Who is your target audience? **All residents and visitors to Fisherman's Wharf Park and Fisherman's Wharf**



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Breakdown of all expenses for this project.

Promotion/Invitation:

JB Beacon: \$100	Posters: \$50	\$ 150
Paper, colouring materials, chalk etc		\$ 125
Event snacks: Ice cream, cookies, fruit		\$ 325
Paint Estimate from Industrial Plastics for 300 sqft:		
Base coat \$70 10x1litre = \$200 sealant \$50 + taxes		\$ 350
Brushes, rollers etc		\$ 100
Drop-sheets, cleaner, etc		\$ 100

Total costs for project \$1,150 plus administrative/contingency of \$100 = \$1,250 plus 200-300 volunteer hours.

What is the project or program: Total Cost \$ 1,250 Amount Requested \$ 850

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 9 %

How much is the organization contributing to this project or program? \$100 & any extraordinary costs plus management etc

Please indicate the funding sources for this application:

✓ City Consultation

Organization Name	Contact Person	Phone Number	Amount
CoV Transportation	Nick Armstrong	narmstrong@victoria.ca	NIL

✓ In-Kind contributions

Art Consultant	Contact Person	Phone Number	Amount
Ret'd: formerly Coordinator BC Art Collection, Cultural Services Branch, Gov't of BC	Don Lindsay	250-385-5883	Nil

✓ Corporate Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Jackson's Ice Cream	Avio Jackson	250-858-0052 onebigcone@yahoo.ca	up to \$200 of ice cream cones
Thrifty Foods	Ed Helms	enelms@thriftyfoods.com	\$100 worth of food treats plus serving

✓ Other

Organization Name	Contact Person	Phone Number	Amount
JBNA in kind organizational time and coordination of events	Marg Gardiner Britta Gundersen-Bryden	marg.jbna@shaw.ca bgbryden@gmail.com	in-kind in-kind

Grand Total of Other Funding Sources \$ \$300 donations

Partial funding may be available. Will the project occur without full funding by the grant? X No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

The project will not proceed.



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: **September, 2015** To: **Oct 2015 or April 2016 weather dependent**

Project or program location: **Ramp at Fisherman's Wharf Park** (North west side)

Project or program timeline and major milestones.

Date	Milestone
	NOTE: Timeline is weather dependent and will be adjusted as needed.
September 2015	Scope program and invite participation (schools and home-schooling groups)
September/October	Visioning Event
October	Create mural template
October (or when dry weather period permits)	Creation of mural
recognition: CoV funding	Newsletters, Meetings, Letter to JB Beacon

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 - 120 Total volunteer hours required: 200 - 300

Can the project or program occur without volunteer support? ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newsletter to 250 households |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other JBNA happenings in the JB Beacon | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

Position: **President, JBNA**

Name: **Marg Gardiner**

Date: **June 24, 2015**

*City Property/Site and photos of ramp wall:
Note: red dotted line indicates City property line*





1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Micro Grant Application Form

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Tatiana Montgomery, James Bay Garden Association Telephone: 250-388-9389

Mailing Address: c/o 8-130 Dallas Rd., V8V 1A3

Email: tatianam@shaw.ca

Are you in arrears with the City of Victoria? ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: James Bay Neighbourhood Association

Mailing Address: c/o 234 Menzies St V8V 2G7

Contact Person: Marg Gardiner

Email: marg.jbna@shaw.ca

Telephone: 250-360-0300

Registered under the *Society Act* or *registered Charity*? ☒ Yes

Society/Charity Registration Number: S-0031280

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: James Bay Garden Association - Communal Garden Space and Hose Replacement

Which guidelines does this project or program fall under? ☒ Community Garden Policy

Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)? ☒ Yes

Description of the project ... supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

The James Bay Allotment Garden currently consists of both vegetable plots and flower borders that are allotted to members. We would like to implement a communal space outside the south fence that includes herbs, berries, and other edible landscaping for use by both members and the community-at-large. It is hoped that a shared and publically-accessible garden will further develop our positive relationship with the neighbourhood as well as be a place to which waitlist volunteers and nearby school children can benefit and contribute. A portion of this grant will go towards purchasing plants and materials for this area. The garden will be built by members and maintained on a volunteer basis.

In our commitment to maintaining a healthy green space for food production, we recognize that our green garden hoses are the typical kind sold for landscaping/lawn use and not certified for potable water or agricultural use. With this grant, we will replace our aging hoses with phthalate-free, BPA-free, lead-free hoses that are intended for safe food production.

How many people will benefit from the project or program? **54 +** Percentage of Greater Victoria Residents? **1.3% - 7%**

What target audience will benefit? **Garden members, attendees to James Bay Athletic Association sporting events, JB school children and nearby residents.**

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ **600.00**

Amount Requested: **\$500.00**

How much is the organization contributing? \$ **100.00**



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Victoria, BC V8W 1P6 E grants@victoria.ca

2015 Micro Grant Application Form

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: August/September 2015 (as soon as funds obtained) Expected Completion Date: December 2015

Project or program Location: James Bay Allotment Garden, 155 Montreal Street

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 54 gardeners Total volunteer hours required: As needed

Can the project or program occur without volunteer support? ☒ No

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | Other <input type="checkbox"/> JBNA news bulletin and letter to JB Beacon |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> JBNA Newsletter |
| <input checked="" type="checkbox"/> Sponsor Plaque (Temporary sign by Herb Garden for the season) | <input checked="" type="checkbox"/> Annual Report |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Tatiana Montgomery

Name

Signature of authorized officer of support organization

Marg Gardiner

Name

President, JB Garden Association

Relationship to support organization (if applicable)

June 24, 2015

Date

President, JBNA

Position

June 24, 2015

Date



1 Centennial Square
Victoria, BC V8W 1P6 E

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1: CONTACT INFORMATION

Organization Name: James Bay New Horizons (JBNH) Victoria Centre - Silver Threads Service (STS)
Mailing Address: 234 Menzies St, Victoria, B.C. V8V 2G7 2340 Richmond Road, Victoria, B.C. V8R 4R9
Contact Person: Kim Dixon, executivejb.nh@shawbiz.ca Tracy Ryan, tracryan@silverthreads.ca
Telephone: JBNH 250-386-4432 STS 250-388-4268 Website: _____

SECTION 2: ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: JBNH S0011147 STS S005262
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: JBNH 118972728RR0001
Organization mission/mandate STS 107981037RR0001

JBNH: The purpose of the Society is to provide opportunities for individuals to lead more meaningful, active, healthy and complete lives and to provide facilities that will assist in achieving and maintaining activities in the fields of recreation, nutrition, travel, social and community relations as determined by the Society.

STS: Silver Threads Service is a charitable, not-for-profit society that enhances social connections and well-being for seniors. We do this by providing programs and services that are accessible by all. Our vision is seniors in Greater Victoria are engaged and supported, enhancing their quality of life.

Brief history and role in benefitting residents of Greater Victoria

JBNH: Established in 1974, our Society has served seniors in James Bay and local area by providing activities and programs to meet the needs of recreation, social and healthy living. We also offer support programs enabling seniors to stay in their own homes knowing that there is "extended family" looking out for them. We have about 600 members and partner with several organizations offering them meeting space. We also offer seniors in the community support programs such as Senior Reassurance and Sunday Suppers.

STS: Established in 1956, our partnership with the City of Victoria began in 1962. Since we opened our doors, our services, programs and community partnerships have evolved to meet the changing needs of an ever-growing population of older seniors. Silver Threads Service (STS) currently operates two senior activity centres with support from the City of Victoria and the Municipality of Saanich. As well STS offers outreach programs in various locations across Greater Victoria. Our programs and services address the social, health, activity, intellectual, and information needs of seniors and provide essential connections.

How many paid staff at organization? Full Time: JBNH 3 STS 2.5 Part Time: JBNH 1
How many volunteer staff at organization? JBNH 75+ STS 30+ Total volunteer hours: JBNH: Equivalent to 11 FTE
STS: Equivalent to 4.5 FTE

SECTION 3: ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? JBNH \$275,000. STS (Victoria Centre-direct only) \$209,836



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2015 Strategic Plan Grant Application Form

What other sources of funding do you receive and how is it used?

Source	JBNH - Total Funding	JBNH - Use	STS - Total Funding	STS - Use
BC Gov't Gaming	\$20,000	ASEL, Senior Hub, Sr Reassurance	\$34,400	Connecting, Info & Referral, Arts, Experience Works
City of Victoria (Core Funding)	\$50,000	Staff Wages	\$50,000	Staff Wages
City of Victoria (Janitorial)	\$26,000	Janitor Wages	0	N/A
United Way	\$15,000	Sunday Supper	0	N/A
Federal Gov't	\$4,000	Summer Student	\$19,896	Online Technology Program

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4: PROJECT OR PROGRAM INFORMATION

Project or program title: Community Outreach – Apartment Coffee Chats

Brief description of the project or program and why the grant is needed.

As two organizations trying to meet the needs of seniors, it is difficult to identify people that are living in isolation. If these people are not participating in community activities it is hard to identify if they are in need of support. These residents may not be aware of programs, services or agencies that could help them. As seniors age in place, there is a reluctance to ask for assistance until they are in crisis.

What we are proposing is to have an outreach worker first meet with apartment managers and offer to set up coffee parties in activity rooms or front entrances to talk about programs, activities or support services that are available. Our intent is to make these informal (coffee, tea and cookies), introduce ourselves, hand out some information and let people choose to contact us.

Hopefully this will encourage residents to come meet their neighbours, socialize and identify other residents that may not be able to come. We will then contact them on a one to one basis and offer information to programs that may be of interest to them

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at [http://www.victoria.ca/strategic-plan](#)). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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2015 Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program will give residents living in apartments (and perhaps condos) the opportunity to meet their neighbours as well as learn about programs, activities and services available to them in their community. Some seniors have lived in their apartment buildings for several years and are able to get out and about freely. As they age and that ability declines, they stay on their own, sometimes this is by choice but usually it is because of circumstance including health (mental and physical), fear, denial or just a lack of caring and connections to resources. To our knowledge there is not an agency that literally goes door to door to see how seniors are doing. What we plan to do is just that and to identify and support these residents make valuable decisions to their lifestyle and whether they want to live at risk. We want to enable isolated seniors to make informed decisions and support them whatever the outcome might be. We hope to meet newcomers to Victoria and perhaps Canada and to include them in our community and feel good about their decision to live here.

How many will benefit from the project or program? 1000+ Residents Percentage of Greater Victoria Residents? 100 %

Who is your target audience? Seniors living alone that are socially isolated

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 19,000 Amount Requested \$ \$10,000.

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 9,000 Cash and in kind

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Gov't Gaming	Already receive funding for our Senior Information Hub		JBNH \$1,500. STS \$1,500.

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
James Bay New Horizons	Kim Dixon	250-386-4432	\$3000.
Victoria Silver Threads	Tracy Ryan		\$3000.

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 9,000.

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding, we will still do our apartment coffee parties, however they will be held less frequent and without the full investment of a staff person planning and implementing the program. We will not be able to do the outreach that we think should be done in an effort to identify those people living in isolation either by choice or circumstances. Regardless of funding, we feel that this is a much needed program and we will attempt to get out in the community. We hope to sustain this program on an ongoing basis.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sept 2015 To: December 2015

Project or program location: City of Victoria particularly James Bay and Jubilee neighbourhoods initially

Project or program timeline and major milestones.

Date	Milestone
August 2015	Hire Coordinator, research apartment managers contact info
Sept 2015	Send letter of interest to apartment managers and property managers
Sept 2015	Train volunteers on listening skills and how to interview
Sept 2015	Set up schedule of Apartment Coffee Chats
Oct - ongoing	Continue with coffee parties and follow up with frail, isolated seniors

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? Minimum 10 Total volunteer hours required: 500+

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☒ Other - signage at the event

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

The organization will be in compliance with all applicable municipal policies and bylaws

The organization will publicly acknowledge the grant awarded by the City

The organization is in good standing with either: (1) the Province of BC as a registered

E. J. ...

**James Bay New Horizons
Victoria Silver Threads Service
City of Victoria – Strategic Plan Grant
Seniors Community Outreach Program**

Budget

Revenue	Detail	Budget
City of Victoria	Community Grant	\$10,000
James Bay New Horizons	In kind contribution	\$4,500
Victoria – Silver Threads Service	In kind contribution	\$4,500
Total Program Costs		\$19,000
Expenses	Detail	Budget
Part time Coordinator	20 hrs wk x \$20 x 20 wks	\$8,000
Benefits, employment costs	12%	\$960
Administration	15% (of overall program)	\$2,850
Coffee Supplies & snacks	4 months x \$250	\$1,000
Printing, photocopying	4 months x \$250	\$1,000
Phone, internet		\$300
Staff mileage, parking	4 months x \$100	\$400
Supervision & support	3% (of overall program)	\$570
Computer & IT	Laptop	\$700
Facility & Office space		\$2,720
Contingency		\$500
Total Program Expenses		\$19,000



Canada Revenue
Agency

Agence du revenu
du Canada

Victoria City Council - 05 Aug 2015
**REGISTERED CHARITY INFORMATION
RETURN SUMMARY**

000126

OTTAWA ON K1A 0L5

JAMES BAY NEW HORIZONS SOCIETY
C/O TREASURER
234 MENZIES
VICTORIA BC V8V 2G7

Date issued
2015-06-11
Notice Number
01
BN/Registration Number
11897 2728 RR 0001

Thank you for filing the charity's Form T3010, *Registered Charity Information Return*, or changes to the Form, for the fiscal period ending 2014-12-31.

Please check the information in this summary carefully.

Important message

You did not make any changes on Form TF725, Registered Charity Basic Information Sheet.

Financial information

We have processed the charity's financial information as submitted. This information may be subject to further review. Should there be a discrepancy between declared and recalculated amounts, it is the charity's responsibility to verify the information submitted and, if applicable, submit a Form T1240, *Registered Charity Adjustment Request*.

Declared	Total assets	Recalculated	Declared	Total revenue	Recalculated
183,911		183,911	266,350		266,350
Declared	Total liabilities	Recalculated	Declared	Total expenditures	Recalculated
71,909		71,909	263,328		263,328

If you have any questions, or do not agree with the information in this notice, you can write us at:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

You can fax us at 613-954-8037.

You can also telephone us at:

1-800-267-2384, or

1-800-665-0354 for TTY service for persons with a hearing or speech impairment.

Visit our Web pages at www.cra.gc.ca/charities.

Director General, Charities Directorate



BC Registry
Services

REMINDER

Society Annual Report (Form 11)

Filing Fee: \$25.00

2015 Annual Report

Incorporation Number: S-0011147

JAMES BAY NEW HORIZONS SOCIETY
234 MENZIES STREET,
VICTORIA BC V8V 2G7

FILE ONLINE NOW



To file your BC Society Annual Report immediately, go to:

www.bcregistryservices.gov.bc.ca

and use **ACCESS CODE: 135069227**.



Complete this section if submitting by mail.

Annual Reports submitted by mail may take up to eight weeks to be filed.

PLEASE PRINT CLEARLY.

1. Annual General Meeting Date

Date your Annual General Meeting was held: 2015 10/2/27
(YYYY/MM/DD)

2090
FL2 12/11
25

The date of the Annual General Meeting must be during the same calendar year of the Annual Report.

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.

NO MEETING HELD cannot be submitted for the current year until the year is over

2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates

Physical Address Required. (Post Office Box alone will not be accepted.)

234 MENZIES STREET,, VICTORIA BC V8V 2G7

Mailing Address (If different from physical address)

234 MENZIES STREET,, VICTORIA BC V8V 2G7

Enter new physical address if it has changed

Enter new mailing address if it has changed

3. Society Email Address

executivejb.nh@shawbiz.ca

Update email address if it has changed. Email address may be used as a contact for this form

OFFICE USE ONLY





REMINDER

Society Annual Report (Form 11)

Filing Fee: \$25.00

4. Society Directors

Before you file your Annual Report, please review the directors listed below. If this list does not match the society records, contact BC Registry Services now at 1 877 526-1526.

- Directors listed below cannot be changed if no meeting was held.
- One director must be a BC resident.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Black	Alfred	206 - 406 SIMCOE ST, VICTORIA BC	V8V 1L1
Cavanaugh	Sylvia	209-566 SIMCOE STREET, VICTORIA BC	V8V 1L9
Edmonstone	Ellen	104 - 562 SIMCOE ST, VICTORIA BC	V8V 1L9
Floyd	Nancy	214 - 1030 PENDERGAST ST., VICTORIA BC	V8V 2X2
Gillespie	Maeva	101 - 25 GOVERNMENT ST, VICTORIA BC	V8V 2K4
Lawson	Joy	309 - 160 GOVERNMENT ST, VICTORIA BC	V8V 2K7
Logie	Anne	701-139 CLARENCE ST, VICTORIA BC	V8V 2J1
Robertson	Jan	3137 GLEN LAKE RD, VICTORIA BC	V9B 4B5
Ross	Ted	211 - 151 ST. ANDREWS ST, VICTORIA BC	V8V 2M9



BC Registry
Services

REMINDER

Society Annual Report (Form 11)

Filing Fee: \$25.00

Ruttan	Helen	304 1950 BEE STREET, VICTORIA BC	V8R 6P5
--------	-------	----------------------------------	---------

5. Signature

X Dyer

Sign here. I certify that this information is accurate and complete.

2015/03/01

Date Signed (YYYY/MM/DD)

6. Return Form and Fee to BC Registry Services

Mailing Address:

PO Box 9431 Stn Prov Govt, Victoria BC, V8W 9V3

Physical Address:

2nd floor, 940 Blanshard Street, Victoria BC, V8W 3E6

Questions? Call 1 877 526-1526

Need help completing this form? Go to www.bcregistryservices.gov.bc.ca for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation number S-0011147 on the cheque.

☒ Checklist if Submitting by Mail:

- ☒ \$25.00 Annual Report filing fee included.
- ☐ \$15.00 An additional fee is required if address updated within section 2, for a total fee of \$40.00.
- ☐ All data provided: Annual General Meeting date. Registered office address and director updates made if required.
- ☐ Form signed.

Janet Hawkins

From: Kim Dixon <executivejb.nh@shawbiz.ca>
Sent: Monday, Jul 20, 2015 11:46 AM
To: Public Hearings
Subject: Questions regarding your grant submission to Victoria Council
Attachments: Questionnaire.pdf

Please find attached a copy of our questionnaire.
If you require any further information, please do not hesitate to contact us.
Thank you in advance for your time and consideration,
Sincerely
Kim Dixon

Kim Dixon

Executive Director,
James Bay New Horizons
234 Menzies St
Victoria, B.C. V8V 2G7
Direct Line Phone: 250-386-4432
www.jamesbaynewhorizons.ca

My regular business hours are Mon - Fri 8:30-4:30.

From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July 16, 2015 3:49 PM
To: executivejb.nh@shawbiz.ca
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

James Bay New Horizons

1. Clarify the outreach that will occur beyond Jubilee and James Bay neighbourhoods.
2. Is this project envisioned as a one-off project, or a shift towards on-going operations for the James Bay New Horizons?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,



234 Menzies Street
Victoria, BC V8V 2G7
Phone (250) 386-3035
Fax (250) 386-3045

www.jamesbaynewhorizons.com

Victoria City Council
c/o Public Hearings

July 20, 2015

Thank you for giving us the opportunity to present our thoughts and ideas to you last Wednesday. It was a great opportunity for us to highlight our plans and inform you about some of the difficulties seniors face.

I hope these responses will help you with your decision to support our program.

1. Clarify the outreach that will occur beyond the Jubilee and James Bay Neighbourhoods. ***James Bay New Horizons and Victoria Silver Threads will work together to start an outreach program in the James Bay and Jubilee area. As this is a pilot project with a limited time frame and funding (5 months) we will do our outmost to host apartment coffee parties in various buildings in these two areas. Based on information gathered using our postal code data (V8V, V8R) from Canada Post we have determined there are 6,295 apartment residents in James Bay and 2,103 in the Jubilee area.***

The project will initially focus on the two postal code areas where our centres are, we can then evaluate the procedures, ability to make contact with apartment managers and property managers, our success in reaching isolated seniors and the attendance to these events and report back to Council.

If we achieve the desired outcomes, we can then co-ordinate with other community and senior centres to see if there would be interest in extending this program to other communities within the Victoria geographic area.

We are willing to co-ordinate this program throughout the community if there is a need. With the changing demographics in this community we feel it important to offer a hand of friendship to the frail, isolated and senior population. This program will not only inform seniors of our programs but other services and activities available in the community.

Is this project envisioned as a one-off project, or a shift towards on-going operations for the James Bay New Horizons?

James Bay New Horizons has had apartment coffee parties in the past. We have not been consistent as we have not been able to have a dedicated staff member plan and implement. It is hoped that we will be able to catalogue a list of apartment buildings and contact people so that we can keep this project ongoing. To our knowledge there is not another agency that offers this kind of service but rather respond to emergencies or crisis management. If we are able to identify frail, isolated seniors and encourage them to partake in the coffee parties, then perhaps they can be encouraged to become involved in other services and programs that will enable them to remain independent in their own homes. We are aware that there are families where a spouse is a caregiver and unable to go out for some alone or down time.

Further in terms of sustainability, we envision continuing beyond the 5 month start up and will investigate all potential funding opportunities.

We hope that this will clarify your concerns and we look forward to hearing from you. We are hopeful that we will be able to start our program early September and complete a significant number of coffee parties between September and December.

Please do not hesitate to contact us if you have any further questions,
Sincerely,



Kim Dixon
Executive Director



1 Centennial Square
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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: James Bay New Horizons Society

Mailing Address: 234 Menzies St, Victoria, B.C. V8V 2G7

Contact Person: Sue Ann Gentry

Email: sueanngentry@gmail.com

Telephone: 250-386-3035 (Sue Ann Mobile 250-595-4806)

Website: http://www.jamesbaynewhorizons.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: BC Societies S-0011147

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 118972728RR0001

Organization mission/mandate:

To provide opportunities for individuals to lead more meaningful, active, healthy, and complete lives and to provide facilities that will assist in achieving and maintaining the desired objectives as follows: - Operating an Activity Centre in the James Bay area - Organizing activities in the fields of recreation, area beautification, area history, nutrition, travel, arts and crafts, social and community relations, culture and education - Providing advocacy for the needs of the members - Raising the necessary funds to accomplish the purpose of the society

Brief history and role in benefitting residents of Greater Victoria

Established in 1974, our Society has served seniors in James Bay and local area by providing activities and programs to meet the needs of recreation, social and healthy living. We also offer support programs enabling seniors to stay in their own homes knowing that there is "extended family" looking out for them. We have about 600 members and partner with several organizations offering them meeting space. We also offer seniors in the community support programs such as Senior Reassurance and Sunday Suppers.

How many paid staff at organization? Full Time: 3

Part Time: Casual 1

How many volunteer staff at organization? 75+

Total volunteer hours: Equivalent to 11 FTE

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$275,000.00

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
BC Gov't	\$20,000	ASEL, Sr Reassurance, Sr Hub
City of Victoria (Core)	\$50,000	Staff wages
City of Victoria	\$26,000	Janitorial wage/supplies
United Way	\$15,000	Sunday Supper
Federal Gov't	\$4,000	Summer Student

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No



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SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **JBNH Pollinator & Honey Bee Gardens**

Brief description of the project or program and why the grant is needed.

As a recipient of one of last year's Neighbourhood Enhancement Matching Grants we were able to establish a thriving Pollinator Garden at the front of our Centre. In depth research about garden plants that offer maximum value to our native and non-native pollinators was developed into a growing document that is available to the community as a resource. The garden has been established as an organic garden with chosen plants, seeds and soil all neonicotinoid free. Partnering with Victoria High School we were able to enhance the garden with 2 benches built by the students. Honey bees, initially planned for the front garden have been established in an apiary at the side of the Centre and into Irving Park.

We would like to continue our established program by:

- 1. Continuing to maintain and build both the garden and apiary sites focusing on local pollinator / edible landscaping**
- 2. Enhance learning opportunities both through on-site workshops with local schools and organizations, drop-in visits for the general public and further developing our educational presence / access via webcam and signage**
- 3. Continue collaboration efforts with Victoria High School woodworking students vocational program to explore the idea of student built bee-boxes for purchase by local beekeepers**
- 4. To hold a volunteer workshop day to capture the progress and future vision priorities for the project**
- 5. To visit Hives for Humanity in Vancouver for an on-site visit to their gardens in the Downtown Eastside to further our efforts to be inclusive and engage everyone in our communities.**
- 6. Bee-In Meeting @ James Bay New Horizons for a public introduction with our Apiarist, Chris Adams.**

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☒ Innovate and Lead
- ☒ Engage and Empower the Community
- ☒ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☒ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable
- ☒ Facilitate Social Inclusion and Community Wellness

- Food Systems
- ☐ Complete a Multi-modal Active Transportation Network
- ☒ Nurture Our Arts, Culture and Learning Capital
- ☐ Steward Water Systems and Waste Streams Responsibility
- ☐ Plan for Emergencies Including Climate Change Short and Long Term
- ☒ Demonstrate Regional Leadership

- ☒ Enhance and Steward Public Spaces, Green Spaces and

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program will engage the James Bay community and Victoria at large by providing an opportunity for all citizens (young and old) to come together via the forum of nature, food and bio sustainability using bees and pollinators as a catalyst. Volunteers in both the Pollinator Garden and the Apiary are available at a grass roots level and accessible to build community, one exchange at a time. The partnership developed between our organization and Parks through this project demonstrates the willingness for City staff to commit with trust to the vision put forward with the pilot Pollinator & Bee Gardens Project. We are proud that this is the first apiary in a City of Victoria park.

People of all ages will be able to observe the bees (at their comfort level) and have access to knowledge about bees, the workings of a hive and the plants and flowers that they depend on, and our dependence on pollinators for a large percentage of our food supply. This program invites people into our organization through the gentle invitation of the garden and bees. Building on our meeting with Executive Director, Julia Common from Hives for Humanity in Vancouver, we would like to further investigate their program that engages homeless and street citizens with the intention of integration into our educational outreach.

We would like to further our efforts of planting pollinator friendly / edible landscapes by liaising with City of Victoria Park advisors. The creation of a coordinated network of pollinator corridors is also on our radar.

The hard work to start a viable pollinator garden and place an apiary in Irving Park has been a learning process for those involved in the project, and we are thrilled with it. We hope to continue the progress with more plantings along our property line and to eventually install the third hive.



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How many will benefit from the project or program? 1000+ Percentage of Greater Victoria Residents? 100%

Who is your target audience? Community neighbours, children and adults of all ages and economic statuses who frequent or visit our facility or nearby Irving Park, pedestrians walking by JBNH, and those who want to create their own pollinator friendly gardens.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 21,600 Amount Requested \$ 5,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 12%

How much is the organization contributing to this project or program? \$13,600 in kind

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
James Bay New Horizons	Sue Ann Gentry	250-386-4432	\$ 3,000
James Bay New Horizons	Pollinator Garden Volunteers		\$ 10,000
James Bay New Horizons	Facility Donation		\$ 600

☒ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Apiarist	Chris Adams	778-677-2395	\$ 3,000

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 16,600

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding, our program will continue but may remain at the status quo. We will not have the opportunity to extend the number of hives. We will plant what we can using donations from community members. We are hoping to plant more edibles, offering a variety of pollinator friendly garden alternatives.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: JBNH Pollinator & Honey Bee Gardens

Project or program timeline and major milestones.

Date	Milestone
August 2015	Visioning workshop for Volunteers / Grant Writing for next cycle 2016
Sept 2015	Assess hives and prepare for winter / Winter plantings / Bee In / First Workshop
Oct	Second Workshop
Nov	Third Workshop
Dec	Fourth Workshop / Evaluation Meeting

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 1,250

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website
☒ Social Media
☒ Sponsor Plaque on Benches
☒ Other: Signage at site(s)

☒ Other _____
☒ Newspaper Advertisement
☒ Newsletter
☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered



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Society or (2) the Canada Revenue Agency as a registered Charity

- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: K. Dixon

Position: EXECUTIVE DIRECTOR

Name: KIM DIXON

Date: JUNE 24/15

Sheet1

James Bay New Horizons Pollinator and Honey Bee Gardens

Budget - August – December 2015

		\$	Total
Apiary Supplies			
Bee Jackets with built in veils	2	100	200
Bee Gloves for working with the hives	2	25	50
Fire Extinguisher (Safety issue when working with smoker)	1	75	75
Signage 1 Large / 2 Small	1	1,000	1,000
WebCam	1	300	300
Honorarium Apiarist	1	100	100
Pollinator Garden			
Mason Bees	1	50	50
Plants and bulbs for fall planting	1	500	500
Soil Enhancement	1	175	175
Visioning Workshop for Volunteers			
Facilitator	1	200	200
Refreshments & Lunch	1	100	100
Misc Supplies (Paper, pens, etc)	1	50	50
Advertising			
Announcements of Open House and Workshops	5	100	500
Open House Bee-in			
Public bee and pollinator plant Q&A forum – meet the bees – walk the gardens			
Honorarium Apiarist	1	100	100
Refreshments	1	100	100
Educational Workshop Program Development			
Sept – Dec work shopping (One per month)			
Honorarium Apiarist	4	50	200
Refreshments	4	50	200
Printed Material	4	50	200
Outreach Program Investigation			
OnSite Visit to Vancouver ~ Hives for Humanity Downtown Eastside Garden			
Vehicle (Round Trip on BC Ferries)	2	55.4	111
5 Representative (Round Trip on BC Ferries)	10	16.9	169
Mileage ~ 41 km James Bay to Swartz Bay 34.2 Tsawwassen to DES x 2	150.4	0.55	83
Administration			537
Total			5,000



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- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Jewish Community Centre of Victoria
Mailing Address: 3636 Shelbourne Street, Victoria, BC V8P 4H2
Contact Person: Larry Gontovnick Email: larrygontovnick@shaw.ca
Telephone: 250-658-5836 Website: www.jccvictoria.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-23781
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 138607643RR0001
Organization mission/mandate

The Jewish Community Centre of Victoria is a non-profit organization providing educational, recreational, cultural and social programs for the Jewish community and the general public. Everyone is welcome.

Brief history and role in benefitting residents of Greater Victoria

The Jewish Community Centre was established in Victoria in 1988 and has been an important focal point and meeting place for the Jewish Community and houses numerous organizations, groups, programs and activities. The Centre operates a Jewish Deli that is open for lunch Tuesdays to Fridays that is enjoyed by the Jewish community and general public. The Centre also has a food kiosk that attends local area fairs and serves as an important outreach to the community.

How many paid staff at organization? Full Time: 0 Part Time: 3
How many volunteer staff at organization? 35 Total volunteer hours: 9500

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$110,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Donations	\$15,000	Operating costs and programs
Grants	\$17,000	Programs
Revenues (Deli, Food Kiosk and Gift Shop)	\$46,000	Operating costs and programs
Socials, Clubs, Classes and Fundraising	\$25,000	Operating costs and programs
Rentals	\$7,000	Operating costs and programs

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



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SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Victoria International Jewish Film Festival

Brief description of the project or program and why the grant is needed.

The Victoria International Jewish Film Festival is a project of the Jewish Community Centre of Victoria (JCCV). It is governed by a committee chaired by Sandra Glass that is constituted in part from the JCCV's board of directors and its members. As well, the committee includes other representatives of the broader Jewish community in Victoria.

The Victoria International Jewish Film Festival seeks to bring together the disparate members of the Jewish community in Victoria and Vancouver Island to share and celebrate artistic expressions of our Jewish culture. Objectives:

- to exhibit films with Jewish themes which are not readily available at commercial cinemas;
- to create a sense of community by bringing together film lovers who are interested in, or who wish to know more about, Jewish culture;
- to enhance appreciation of film artistry in a variety of different genres and styles;
- to provide a venue for independently produced films that explore the complex realities of Jewish cultures, history, religion and identity around the world;
- to aid, stimulate and promote developments in the field of Jewish-themed film-making;
- to encourage interest in and study of films as a form of art and as a medium of outreach, information and education.

The Victoria International Jewish Film Festival will be held over a three-day period. The first day, Saturday, November 7, 2015 will start after sundown with a movie followed by the Opening Night Reception. Jawl Properties Ltd. has donated the use of the Atrium on Yates Street in Victoria for the reception. The Conservatory of Music will supply two of their students to play background music for a small honorarium.

There will be at least one movie screened on November 7 and two movies on both November 8 and November 9. Depending on the length of each movie it is possible that there will be three per day. The Cineplex Odeon on Yates Street has been rented at a reduced rate courtesy of their executive offices in Toronto.

Funding is required because ticket sales for the films will not cover the total costs of the program.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The strategic plan states that "Support for arts and culture is increased, inclusive and strategic". Supporting the Victoria International Jewish Film Festival will demonstrate that the city is supportive of arts and cultural events that enhances the multicultural fabric of the city.

How many will benefit from the project or program? Several hundred Percentage of Greater Victoria Residents? 95 %

Who is your target audience? Moviegoers in the Jewish community and general public. Victoria residents interested in experiencing Jewish culture through film.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 23,500 Amount Requested \$ 5,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0 %

How much is the organization contributing to this project or program? \$ The JCCV will cover any shortfall in revenues from sponsorships, grants and ticket sales.

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
CRD Arts Service	Arts Development Office	Tel. 250-360-3000	\$2,000

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Several Approached	Sandra Glass	250-382-9918	\$5,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
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Jewish Federation of Victoria and Vancouver Island Grant	David Bodrug	250-370-9488	\$5,000
Donations	Sandra Glass	250-382-9918	\$2,500
Ticket Sales	Sandra Glass	250-382-9918	\$4,000

Grand Total of Other Funding Sources \$ 18,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We will need to raise more funds through donations and sponsorships. Failing that, we will need to draw on funds from the operating budget of the Jewish Community Centre of Victoria which will take funds away from other programs and activities at the Centre.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: November 7, 2015 To: November 9, 2015

Project or program location: Films at Cineplex Odeon on Yates Street, Opening Night Reception at the Atrium on Yates Street.

Project or program timeline and major milestones.

Date	Milestone
September 1, 2015	Film selection with Vancouver Jewish Film Festival Coordinators
September 15, 2015	Finalize Program and Start Ticket Sales
November 7, 2015	Opening Night Reception and Screen Opening Night Film
November 8 & 9, 2015	Screen Two films Each Day

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 1500

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>Film Festival Flyer, Program and other Ads</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City



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- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Larry Gontovnick

Position: President

Name: Larry Gontovnick

Date: June 22, 2015

Victoria International Jewish Film Festival Projected Budget	
Expenses	
Rental/ Licences X 5 Films	\$ 10,000
Venue x 3 Days	\$ 2,500
Opening Reception	\$ 4,000
Flag (Outside Theatre)	\$ 500
Signage	\$ 300
Office Supplies	\$ 200
Ads	\$ 1,000
Postage/Photocopying	\$ 1,000
Film Festival Program	\$ 4,000
Total Expenses	\$ 23,500



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- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Literacy Victoria

Mailing Address: 817A Fort Street, Victoria, BC, V8W 1H6

Contact Person: Sharon Welsh

Email: Coordinator@literacyvictoria.org

Telephone: 250-382-6315

Website: www.literacyvictoria.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? X Yes ☐ No

Society Registration Number: 13250-1867

Are you a registered Charity? X Yes ☐ No

Charity Registration Number: 132501867RR0001

Organization mission/mandate

Literacy Victoria is submitting this proposal on behalf of the *Organizing Team* for a Challenge Dialogue, a collaborative made up of key literacy stakeholders who are working together to: "Design a collaborative literacy alliance for Greater Victoria — a Dialogue to explore how we can do our best to meet the literacy needs of our community."

Literacy Victoria's mission is "Literacy Victoria (LV) helps adult learners improve their reading, writing, math, computer and other essential skills by providing free literacy tutoring."

The mandates of other Challenge Dialogue Organizing Team members can be found as follows:

- READ Society please see <http://readsociety.bc.ca/about/vision-mandate-values/>;
- Learning Disabilities Association of BC South Vancouver Island Chapter please see <http://www.ldasvi.bc.ca/aboutus>;
- Victoria Refugee and Immigrant Centre please see <http://www.vircs.bc.ca/about.php>;
- Greater Victoria Public Library please see <https://gvpl.ca/about-us>

Brief history and role in benefitting residents of Greater Victoria

Literacy Victoria (LV) has provided free literacy support services to adults learners in the Greater Victoria area for over 27 years. Often working with the most marginalized in the community, LV's services have included 1-1 literacy tutoring, support with educational goals, access to and training on computers and education, support and awareness on the literacy issues in the community. Recently, LV's board and staff have become active participants of the Challenge Dialogue Organizing Team the collaborative described above. For the history, role and benefits of the other organizations comprising this Organizing Team, please refer to the websites listed above.

How many paid staff at organization? Full Time: _____ Part Time: 1

How many volunteer staff at organization? 60 Total volunteer hours: 3500+ per year

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$116,580

What other sources of funding do you receive and how is it used?

Source: LITERACY VICTORIA (Other collaborator financial information available on request)	Total Funding	Use
Prov. Gov – Community Adult Literacy Program	66,500 (requested for 2015/16)	Learners' Network and Community Partnership Programs



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Raise a Reader	6,500 (received)	General organizational needs
Victoria Foundation	2,000 (received) 30,000 (will be requested)	Learners' Network and Community Partnership
General donations	20,000 (some received/ some anticipated)	General organizational needs

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Designing a Collaborative Literacy Alliance for Greater Victoria: a dialogue to explore how we can do our best to meet the literacy needs of our community.**

Brief description of the project or program and why the grant is needed.

Our Challenge: Literacy, numeracy and technology skills are critical for individuals, families and communities to realize their full potential for prosperity and contribution to the economic and social life of Greater Victoria. Local literacy support agencies in the region have recognized the changing landscape both in terms of client needs and the availability of funding and resources to support the work they do and have come together to explore creative and collaborative solutions.

Our Response: With the help of Keith Jones, a highly skilled [Management Consultant \(CMC\)](#) and [Collective Impact Coach](#), key literacy agencies in Victoria have initiated a process and approach that will provide a clear understanding of the current situation and literacy support needs in Greater Victoria, as well as create a framework from which the community can begin to systematically and collaboratively address these needs. Initial efforts have created a Preliminary Strategy Roadmap in which actions, outcomes, goals and impacts have been identified (see Appendix 1). To further inform and develop this Roadmap an approach that involves two distinct incremental stages has been adopted. Stage 1 is the 'Challenge Dialogue' (see Appendix 2) and Stage 2, building on the clarity of intentions and scope in Stage 1, is the co-creation of a 'Strategy Roadmap' (see Appendix 3 and/or www.integralstrategy.net) – an outcome-based, multi-stakeholder actionable strategy. The funding requested in this grant is to complete the Stage 1 – the Challenge Dialogue as outlined below and presented in Appendix 2.

Key Challenge: To engage the community in a rich dialogue to understand literacy needs, challenges and opportunities of Greater Victoria and align stakeholders on a path forward to achieve greater literacy impacts by working together better.

Expected Outcomes:

We anticipate achieving five high level outcomes as a result of this Dialogue:

1. There is a full comprehensive understanding of where we are at – i.e., the current state of the "literacy support system".
2. There is a full and comprehensive understanding of what people with literacy challenges want and need, including the wants and needs of the community impacted by those with literacy challenges.
3. Measureable outcomes that we want to address are identified.
4. Priority outcomes (from '3') are identified that are most critical to address over the next 5-10 years – e.g., 2-3 flagship initiatives.
5. A strategy, action plan and initial organizing model are developed for moving forward on these shared outcomes and flagship initiatives.

Although there is tremendous support and enthusiasm for this project amongst the agencies (evident in the many hours they have volunteered to this project), the consistent and dedicated effort required to successfully complete the project is not realistic for many of the agencies, as staff is already committed to addressing the specific needs of their agencies. The funding requested in this grant is to cover the costs of the expertise and resources needed to complete the *Challenge Dialogue* in a timely manner (by January 2016). Without this funding, the progress will be slower and enthusiasm will likely wane. Right now is the ideal time for this project, as several local literacy agencies are in situations that have led them to explore alternative delivery and support paths. For example, Literacy Victoria reopened March 1, 2015 after a 6 month closure due to financial issues. There is a window of opportunity where the willingness amongst the stakeholders to engage in this process is strong. The requested funding will play a critical role in propelling this project forward ensuring it is completed in a timely and effective manner. The Organizing Team will seek additional funding for the *Strategy Roadmap* stage from other funding agencies.

Does this project or program impact public space? ☐ Yes ☒ No



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Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> X Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> X Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Innovate and Lead

This project will use two innovative, highly collaborative and proven processes to engage a wide range of literacy stakeholders (the "literacy support system of Greater Victoria") to assess needs and gain an understanding of the state and delivery of literacy services. Through this project the City of Victoria will have the opportunity to be a part of and benefit from an approach that addresses complex systems, which will include a comprehensive and coherent action plan and a powerful narrative for transforming and improving the performance of literacy support systems for Greater Victoria. By supporting this project, the City of Victoria will also play a critical leadership role in testing an innovative approach that offers application to a variety of complex situations in which diverse stakeholders can find common ground, inclusion and clarity as they work toward meaningful solutions.

Engage and Empower

This project will gather data, information, experience and knowledge on literacy challenges and services, areas of strengths and areas of need from a wide range of organizations and individuals through a creative engagement process that is action-focused and participatory in nature. The approach is highly inclusive, embraces diversity and is broad in its scope (see the Operating Principles for the Challenge Dialogue System in Appendix 4).

Social Inclusion and Community Wellness

Both the process (Challenge Dialogue) and the ultimate outcomes (Improved literacy skills) will enhance social inclusion and community wellness. The Challenge Dialogue is by nature a socially inclusive process. In addition, the intended outcome of improved literacy skills, is a key foundational element for full participation in virtually all walks of life — education, employment, family life and the community.

Nurturing Learning Capital

Through this project the delivery efficiency and effectiveness of literacy services will be thoroughly explored and analyzed. Gaps in services as well as areas of over service will be identified. As well specific needs will be identified along with ways to leverage existing services to address them. The two stage process is designed to create a collaborative collective impact agenda along with the means to deliver on this together – mutually reinforcing activities. In Stage 2, the Roadmap will serve as a powerful framework to design a shared performance measurement system, set priorities and clarify roles and relationships. All of this will nurture the relationship between agencies as well as with individuals and strengthen literacy service system of Greater Victoria.

How many will benefit from the project or program? Potentially 30,000 Percentage of Greater Victoria Residents? 40%

Who is your target audience? The target audience is both individuals in Victoria struggling with literacy issues and the agencies that serve them. Approximately 40% of British Columbian's are below Literacy Level 3, which is deemed the level needed to fully participate and engage in society (ie. read a lease, calculate a tip, fill out forms, etc.). The intent of this project is to analyze and advance the delivery of literacy services in Victoria, with the goal of improving the literacy levels of our citizens. In addition, the various agencies that deliver literacy service will have a chance to both assess and realign their services based on the knowledge, insights, partnership and alliances created through this project.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$48,000 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: .014%

How much is the organization contributing to this project or program? \$4,000 – In-Kind

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Public Library	Jennifer Rowan (Librarian role)	250-382-7241 x224	3,000
READ Society	Carol Carman (Co-Reporter role)	250-388-7225 250-896-5697	3,000
READ Society	Stephen Newton (Co-Reporter role)	250-479-8061	3000
READ Society	Tricia Chestnutt (Aboriginal guidance role)	250-388-7225	3,000
Literacy Victoria	Sharon Welsh (Facilitation Support role)	250-382-6315	2,000
Literacy Victoria	Gwen Holt	250-595-3575	1,000
Literacy Victoria	Barry Gray (Knowledge Integrator role)	250-360-7431	2,000
Victoria Literacy Task Group	Jan Dupuis (Outreach Manager role)	250-294-3026	3,000
Learning Disabilities Assoc.	Debbie Cyculski (Co-Project Manager role)	250-370-9513	2,000
R. Keith Jones and Associates	Keith Jones (Facilitator and overall Dialogue Mentor role)	250 598-2635	20,000 (to-date)
Victoria Immigration and Refugee Centre	Nancy Hum (Editor role)	250-361-9433	3,000

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Public Library	Jennifer Rowan	250-382-7241 x224	2,000
READ Society	Tricia Chestnut	250-388-7225	1,000

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$48,000

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive the funding the project will rely on volunteer efforts and likely proceed very slowly, which could result in loss of momentum. In addition, we believe there are potential funders (Innoweave/ Victoria Foundation) whose funding criteria would fit well with the *Strategy Roadmap* portion of this project which is reliant upon the completion of the Challenge Dialogue, so lack of funding at this stage could result in the loss of additional funding for Stage 2.



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**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 1, 2015 To: January 15, 2016

Project or program location: Literacy Victoria

Project or program timeline and major milestones. **Challenge Dialogue has 8 Steps – see attached Appendix 2**

Date	Milestone
June 21, 2015	Steps 1 and 2 almost complete,
July 15, 2015	Step 3 complete
September 1, 2015	Step 4 complete
October 30, 2015	Step 5 complete
November 15, 2015	Step 6 complete
January 15, 2015	Step 7 complete
January 15 onward	Step 8 and progress to Stage 2 – <i>Strategy Roadmap</i>

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Orgz.Team /40 participants. Total volunteer hours required: OT- 600 / P- 280

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|--|
| <input checked="" type="checkbox"/> XWebsite | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> XSocial Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> XAnnual Report |
| <input type="checkbox"/> XOther <u>Challenge Dialogue reports provided to participants, stakeholders, potential funders, etc.</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: Coordinator

Name: Sharon Welsh

Date: June 25, 2015

LITERACY VICTORIA
Budget 2015-2016

EXPENSES:**General Expenses**

Board expenses	1,000	
AGM meeting	400	
Contingency fund (10% of budget)	<u>11,000</u>	
		12,400

Learners' Network

Coordinator	29,600	
MERC	1,780	
Travel/Accommodation (Decoda events)	700	
Tutor Training	8,000	
Tutor support/recognition	2,000	
Office rental and expenses	12,600	
Mileage	500	
Professional Development	500	
Learner resource/supplies	4,000	
Administration fee	<u>2,000</u>	
		61,680

Community Partnership Program

Coordinator	18,820	
MERC	1,120	
Mileage	800	
Office rental and expenses	5,700	
Tutor Training	2,000	
Tutor Support/Recognition	1,000	
Learner resources/supplies	1,060	
Administration fee	<u>2,000</u>	
		32,500

Challenge Dialogue

Facilitator fees	6,000	
Dialogue research/support costs	3,000	
Meeting costs (food, photocopying, etc.)	500	
Administration fee	<u>500</u>	
		<u>10,000</u>

Total Expenses: 116,580

INCOME:

Community Adult Literacy Program	66,500	
Raise a Reader	6,500	
Victoria Foundation	32,000	
General Fundraising	<u>20,000</u>	
		125,000
Projected surplus:		8,420

Janet Hawkins

From: Sharon Welsh <coordinator@literacyvictoria.org>
Sent: Monday, Jul 20, 2015 4:10 PM
To: Public Hearings
Cc: Susan Reece; Carol Carmen
Subject: Re: Question regarding your grant submission to Victoria Council

Dear Christine

Please find below, the answer to the question posed by Council on our grant submission at the July 15, Special GPC meeting.

Sincerely,

Sharon

Sharon Welsh
Coordinator
literacyvictoria.org
250-382-6315

Literacy Victoria

1. The application states that this project will potentially impact 30,000 people. Provide more details regarding those numbers and how many people are residents of Victoria.

According to Statistics Canada, Employment and Social Development Canada, and Council of Ministers of Education, Canada approximately 48% of Canadians and 46% of British Columbians have literacy scores below level 3 (<http://well-being.esdc.gc.ca/misme-iowb/.3ndic.1t.4r@-eng.jsp?iid=31>). Level 3 is the level deemed necessary to fully function and engage in all aspects of societal life (employment, education, understanding a lease, reading a map, etc.).

Forty-six percent of 78,000 (the population of Victoria) is 35,900. This is a staggering number, but statistics consistently reveal this to be a realistic number. Many people in our community struggle with literacy issues. This project is intended to have far reaching implications that will impact literacy in a number of areas (education, employment, individual, community) in the Victoria region for years to come.

The Literacy Challenge Dialogue is the first step of a process to create a comprehensive literacy plan for the Victoria area. This plan will target people of all ages, from pre-schoolers to seniors struggling with literacy issues. School, parents, community associations, correctional centres, employers, agencies, literacy service providers, and other interested groups or stakeholders will work together to identify literacy needs and create a strategic and comprehensive plan to address these needs.

The intention is to impact people struggling with literacy issues in the local community through education, awareness and service delivery. This could be through educating employers to be aware and informed about literacy issues so they

can work more effectively with their employees. This could be through working with local service clubs to impact family reading through programs to encourage and support parents (or others) to read with their children. This could be through streamlined services and public awareness of the services that are available to assist people with literacy issues.

On 16/07/2015 3:50 PM, Public Hearings wrote:

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Literacy Victoria

1. The application states that this project will potentially impact 30,000 people. Provide more details regarding those numbers and how many people are residents of Victoria.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348



--
Sharon Welsh, Coordinator
817 Fort Street
Victoria, BC
V9W 1H6
250-382-6315



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ ¶ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered (Appendix 'A')**
- ☐ ¶ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act (**Appendix 'B' and 'C'**)

SECTION 1. CONTACT INFORMATION

Organization Name: Living Edge Community

Mailing Address: PO Box 46020 Quadra, Victoria, BC V8T 5G7

Contact Person: Sharon Klein, Grant Coordinator Email: sharlynn@telus.net

Telephone: 250-686-5442 Website: livingedgecommunity.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0060921

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 826256539RR0001

Organization mission/mandate

The Living Edge Community exists to assist families who are hungry in Victoria, including the homeless and those in poverty in the poorest neighbourhoods in Victoria by hosting Sunday Dinners each week, and by distributing donated fresh, perishable foods twice a week at the Marketplace in Quadra Village.

Brief history and role in benefitting residents of Greater Victoria

The living Edge has been supporting people with additional food for their families and a weekly meal since 2012. Up to 100 people line up to receive fresh produce twice/week at the Quadra Village Centre and our Sunday dinners serve approximately 230 people (mostly families with children) in the CDI gymnasium.

How many paid staff at organization? Full Time: 1 Part Time: 7

How many volunteer staff at organization? 100 Total volunteer hours: 12,500

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$147,500

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Fundraisers	\$10,000	Programs, staffing
Grants	\$15,000	Food supplies, vehicle expenses, programs
Contribution from churches	\$50,600	Salaries, rent
Sponsorships	\$12,100	Food, van, volunteers
Regular Donations & other	\$59,800	Salaries, Administration, programs



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Living Edge Food Distribution

Brief description of the project or program and why the grant is needed.

The Living Edge Community operates as a food distribution hub in the poorest neighbourhoods of Victoria. Operational funding is secured by donations and sponsorship from generous food suppliers. At the MarketPlace on Tuesdays and Thursdays we supply fresh produce and nutritious staples at Quadra Village Community Centre, plus hold a weekly Sunday dinner at the CDI gym. We have a van that we use to pick up the donated food from generous suppliers and take it to the village on market days. Our volunteers at the hub sort through the food and conveniently package it for families to take home. Over 100 people line up at the Quadra Village Community Centre to receive fresh, nutritious food for their family. They are given a bag(s) to fill with produce of their choice. We also distribute bags of food to the Moms and Tots program at the centre and take groceries to the Cridge Centre for the Family for their Dovetail program. Mustard Seed Food bank mainly distributes non-perishable items, whereas the Living Edge Market distributes fresh produce twice a week, helping families serve nutritious meals. We also hold a dinner serving a 2-course, hot meal to over 230 seniors, adults and children. Families are encouraged to bring their children to this safe environment. The dinners, accompanied by fellowship, have become very popular in the neighbourhood.

The \$5,000 grant will assist in paying for rent at CDI College and rent at the Quadra Village Community Centre where we have a cooler, supplies, sort through produce on market days and distribute in an outside market under tents. It will also pay for essential van and additional food expenses.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☐ Innovate and Lead
- ☐ Engage and Empower the Community
- ☐ Make Victoria More Affordable
- ☐ Facilitate Social Inclusion and Community Wellness

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

1) Innovate and Lead

The Living Edge Community neighbourhood food distribution is a grass routes program in the Quadra/Hillside, North Park, Harris Green, Rock Bay and Burnside areas of Victoria and the first organization to distribute fresh produce. The food hub (at Quadra Village Community Centre) sorts and distributes fresh produce twice a week from the Quadra Village Community Centre and delivers a weekly dinner in a safe environment.

2) Engage and Empower the Community

Recipients of food from the MarketPlace appreciate being able to use fresh produce, dairy and meats in their meal planning. Our mission is to give equality in the choice of food and empower single parents, seniors, homeless persons, and the working poor in our neighbourhoods. We provide opportunity and training for people in the neighbourhood to give back to their community. 3.

3. Victoria more affordable

When all the bills are paid, it is the flexible necessities that are cut. Like hydro, food, medicine, etc. By helping families with nutritious produce, supplementing their food source, we are helping to "bear the financial load" for families with a marginalized household income.



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3) **Facilitate social inclusion and community wellness**

By providing fresh, nutritious produce (something that low income families can not afford) we are introducing wholesome foods into their diet. Consuming more balanced meals full of minerals and nutrition can have a profound positive effect on one's health. We do not turn away anyone who is hungry. The dinner at the CDI gym is a safe environment for families and children are welcome. Our childcare program provides a necessary breaks for single parents. Referrals and counseling is also offered by qualified individuals.

ii

How many will benefit from the project or program? 1,000 families Percentage of Greater Victoria Residents? 1.25%

Who is your target audience? Seniors, single parents, working poor, indigenous, refugee families, homeless, poor families



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 147,500 Amount Requested \$ 5,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 6%

How much is the organization contributing to this project or program? \$ 147,500

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Food Suppliers	Neil van Heerden	250-884-8318	Between \$8,000 monthly. \$8,000 X 12 = \$96,000

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
Volunteer Contribution	Robbie May	250-598-2446	12,500 volunteer hours X \$20.00 hr \$250,000.00

Grand Total of Other Funding Sources \$ 346,000.00

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding, the weekly meals will have to be cut back and the MarketPlace will have to be cut back. We do not have extraordinary expenses like capital assets to pay for, with the exception of a van that we use to collect the food from our suppliers. The programs are run by volunteers who dedicate their time to



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this worthwhile venture.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Jan 1, 2015 To: December 31, 2015

Project or program location: Quadra Village Community Centre and CDI gymnasium

Project or program timeline and major milestones.

Date	Milestone
January 1, 2015	Start of fiscal year. Program operates throughout the winter holiday season.
March 2015	Special Easter Dinner at CDI
August 2015	Fun Festival for neighbourhood children at CDI Gym
October 2015	Special Thanksgiving Dinner
December 2015	Special Christmas Dinner

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 100 Total volunteer hours required: 8 hrs/month

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: [Signature]

Position: Pres

Name: Rev. Wil Van Heerde

Date: 24 June 2015

LIVING EDGE COMMUNITY CHURCH**Operating Fund**

	2014 Budget	2014 Actual	2015 Budget	
Revenue				
Offerings	54,000	51,478	56,958	Regular contributions
Special Giving	2,400	12,029	7,150	In-kind contributions, special project giving
Fundraisers & Sponsorships	14,500	14,560	27,980	Events and food program drives
Donations	4,200	7,800	4,871	Other donations, grocery cards, T-shirts (net)
Other Funding	52,500	44,840	50,700	Contributions from ANIC, churches
	127,600	130,707	147,660	
Expenses				
Staffing				
Pastor salary	54,000	40,250	54,000	
Pastor benefits	15,250	7,845	15,360	
Other ministry workers	19,400	17,170	27,874	
Total staffing	88,650	65,265	97,234	
ANiC contribution	1,200	1,200	1,800	
Rent	16,800	15,525	16,321	CDI College, Community Centre, N. Park kitchen
Administration				
Insurance	1,600	1,669	1,600	Liability and property insurance
Travel	1,500	2,872	923	Synod and other travel
Other	3,000	5,641	5,776	Promotion, telecommunications, other
Total administration	6,100	10,182	8,299	
Ministry - food				
Food purchases	9,600	11,565	9,350	To supplement donated food for Sunday dinner
Kitchen and serving	1,700	1,907	1,691	Equipment, serving supplies, etc.
Van and other expenses	6,800	8,164	7,648	Insurance, gas, maintenance
Total Ministry - food	18,100	21,636	18,689	
Ministry - other				
Other programs	900	1,558	2,600	Services, children and youth programs
Discretionary & benevolence	3,600	2,168	2,400	Assistance to persons in need
Total Ministry	4,500	3,726	5,000	
Total expense	135,350	117,534	147,343	
Surplus (deficit)	(7,750)	13,174	317	
Fund balance, beginning of year	21,549	21,549	34,723	
Fund balance, end of year	13,799	34,723	35,040	

Van replacement fund

Receipts				
Donations	-	3,657	2,703	Donations from Thrifty Foods
Interest		9	20	
Surplus/deficit	-	3,666	2,724	
Fund balance, beginning of year		-	3,666	
Fund balance, end of year		3,666	6,389	



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**

X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Ministry of Casual Living

Mailing Address: 819 Fort st. Victoria, BC V8W 1H8

Contact Person: Jonathan Dowdall Email: ministryofcasualliving@gmail.com

Telephone: 250-294-9633 Website: ministryofcasualliving.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: s-0047135

Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

Organization mission/mandate

The Ministry of Casual Living (MoCL) is an artist-run centre located at 819 Fort Street. We provide artists from all disciplines with venues for experimentation and exposure. MoCL is committed to promoting critical, self reflective discourse, and integrating the artistic process into all aspects of everyday life.

Brief history and role in benefitting residents of Greater Victoria

MoCL was located on 1442 Haultain Street for the first 10 years of its existence, hosting a small window gallery and curatorial residency program. This space gave both emerging and established artists an accessible venue to promote their art in the Fernwood community. After two years of nomadic curatorial experimentation, we have relocated to 819 Fort Street, where MoCL has 11 artist studios. MOCL is currently exhibiting art at our window gallery in Odeon Alley and on PedalBox, a mobile bike cart gallery.

How many paid staff at organization? Full Time: 0 Part Time: 3 (very part time)

How many volunteer staff at organization? 7 Total volunteer hours: 300

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 47 657

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Studio rentals	\$28500	Pay rent, facility upgrades, and website
Grants	\$9400	Pay artists and administrators for projects
Fundraising	\$9667	Pay artists, administrators, and facility upgrades



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: PedalBox Mobile Bike Cart art gallery

Brief description of the project or program and why the grant is needed.

The PedalBox Gallery is a mobile bike cart art gallery created by Jonathan Dowdall in collaboration with the City of Victoria Youth Council and BC Healthy Communities in 2013. Awarded a CRD IDEA grant, Jonathan was able to facilitate and display art from 7 youth over the span of the year. Each youth was awarded a \$125 honorarium for time spent working on their installations. As the programming unfolded, it was clear that it would be more appropriate for an arts organization to take on the project, so the initiative was transferred to the Ministry of Casual Living. Jonathan Dowdall has continued to coordinate PedalBox, and has also exhibited the art of 10 more youth artists in 2014/15 with funds acquired from a CRD project grant. With this grant we hope to display 7 more artists in the months of August and September 2015 at a variety of events and festivals around the city of Victoria.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input checked="" type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input checked="" type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

PedalBox is a dynamic vessel for practicing many of the objectives mentioned in the strategic plan. PedalBox has supported innovative interdisciplinary artists including performers, painters, social practice artists, and filmmakers. Pedalbox engages the community outdoors on the myriad of active transportation pathways and roads in the city. When artists are able to be paid to do their work it is empowering. Having art displayed on a mobile platform facilitates social inclusion by giving the everyday citizen a chance to interact with art in an unexpected and collaborative fashion. This funding would help build financial capacity for our organization.

How many will benefit from the project or program? 8000 Percentage of Greater Victoria Residents? 10%

Who is your target audience? Everyday people who use active transportation pathways in Victoria, all ages, curious eyes



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 5000 Amount Requested \$ 3300

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 18 %

How much is the organization contributing to this project or program? \$ 200

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
Government of British Columbia		eventhostbc@gov.bc.ca (no phone number available)	\$1500 (pending)

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 1500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding we won't show as many artists as planned, and pay less administrative fees.
The PedalBox is active with or without funding, but our organization is striving to pay artists as much as possible



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PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: September 2015

Project or program location: many locations around the greater Victoria area

Project or program timeline and major milestones.

Date	Milestone
August 2015	Display art at the Greater Victoria Public Library for the Play On Words literary art festival.
August 2015	Find artists through a publicized call-out and hire them to make installations on PedalBox
September 2015	Host a 'bike-in' movie screening including footage from earlier PedalBox projects
September 2015	Hit 1000 Facebook likes (PedalBox currently has 400, MoCL has 2571)
September 2015	Work with the City of Victoria Youth Council to give youth an opportunity to curate the PedalBox gallery
September 2015	Submit final report

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 100

Can the project or program occur without volunteer support? No

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website ☐ Newspaper Advertisement
☒ Social Media ☐ Newsletter
☐ Sponsor Plaque ☒ Annual Report
☒ Other Event Posters

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: see attached folder for signature

Position: PedalBox Coordinator

Name: Jonathan Dowdall

Date: June 26th, 2015

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: PedalBox Coordinator

Name: Jonathan Dowdall

Date: June 26th, 2015

City of Victoria | 2015 STRATEGIC PLAN GRANT APPLICATION FORM 5

Expenses			Revenues			
Administration	\$900		MoCL contribution	\$200		
Artist fees	\$2600		City of Victoria Strategic Plan grant	\$3300		
Materials	\$500		EventHostBC Grant	\$1500		
Promotion	\$500					
Insurance/permits	\$500					
total	\$5000			\$5000		



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Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Oaklands Community Association

Mailing Address: 1 – 2827 Belmont Avenue, Victoria, BC V8R 4B2

Contact Person: Allieren Ward

Email: programs@oaklandscommunitycentre.com

Telephone: 250-370-9101

Website: www.oaklandscommunitycentre.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0034168

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 882929946RR0001

Organization mission/mandate

Mission:

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.

Mandate:

1. To establish and operate facilities to provide amenities that benefit the Oaklands neighbourhood;
2. To promote public education and awareness in the areas of family support, counselling, childcare, safety and health;
3. To assist residents of the Oaklands neighbourhood in improving their quality of life both as individuals and as a community;
4. To solicit, and acquire funds and other assistance and to accept donations, and real or personal property and to use such funds and donations in furtherance of the purposes of the Society.

Brief history and role in benefitting residents of Greater Victoria

Oaklands Community Association (OCA) opened the doors of the Oaklands Community Centre in 2000 and the Oaklands Neighbourhood House in 2010. Since then, countless people have walked through our doors to access programs in out-of-school care, preschool, recreation as well community events like our Sunset Markets. In this way, OCA has become the heart of the community. Our programs are developed in response to community interest and service needs. By offering a wide range of social, recreational and educational activities, OCA strives to promote social wellbeing and belonging.

How many paid staff at organization? Full Time: 11

Part Time: 34

How many volunteer staff at organization? 300

Total volunteer hours: 1800



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$1,139,824

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Family Resource Grant	\$10,080	Playgroup program – wages
Child Care Operating Fund	Approx. \$5000/month	Operation of child care including wage, supplies
Telus/Coast Capital	\$23,660	Funding for Youth Leadership in Training program
Gaming Funds	\$79,696.17	Subsidize all rec programming, out-of-school care craft supplies, Centre staff wages

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Dinner and Games night / Youth Multisport

Brief description of the project or program and why the grant is needed.

Oaklands Community Centre is proud to host a free community-centered evening the last Sunday of every month, from September through March. Our goal is to make our community guests dinner and enjoy the many games and toys we have for some family/neighbourly fun. This all-ages- welcome program provides terrific opportunities to meet and connect with neighbours, share a meal, and have some fun.

The City of Victoria Strategic Plan grant will ensure food is purchased for each meal that is healthy and enjoyable. The grant will also be used for the wage of the Community Dinner and Games night Facilitator for not only food prep and cooking of the meal, but planning and connections with families within the program.

Oaklands Community Centre would also be proud to host Youth Multisports – an opportunity for youth ages 12-16 to ditch traditional sports and take on new and exciting athletic adventures. In a six week period, two weeks will be spent learning sports and skills that aren't in a conventional gym class curriculum. From Dragon Boating to FROLF, youth will be instructed by qualified coaches to expand their knowledge of sports available in the Greater Victoria Area. In addition, youth will enjoy social time to make new friends.

The City of Victoria Strategic Plan Grant will augment the cost of the program, priced at \$30 for 6 weeks, and help with additional costs such as fuel for transport, wages for staff assigned and fees for sports accessed.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |
| <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and | |



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Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Both programs proposed within this grant application strive to improve or enhance the quality of life of not only the families attending the community dinner but the youth attending multisport as well.

Ensuring a healthy meal, inclusive of all within the Oaklands community, fosters trust, strengthens our social fabric and enlivens family life. Youth off of the streets and away from risk are more likely to engage in activities to enhance their quality of life via interaction with other youth and participation in physical activity that occupies them. In addition, further to the outcome that identifies opportunities for accessible sports and fitness for adults and youth, the sports offered within multisport are not typically available to youth via school programming. By engaging their love of activity, the whimsical nature of a fictional game and the physical challenges of sports like Frolf and Ultimate, Oaklands hopes to offer multisport to not only enhance the life of youth in the Oaklands community but engage and foster them in their love of fitness.

How many will benefit from the project or program? 45 Percentage of Greater Victoria Residents? 1 %

Who is your target audience? Both programs are inclusive of all Oaklands residents but targeted families will be low income/single parent families and at-risk youth

PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$2053.00 Amount Requested \$2053.00

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$1215

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Oaklands Community Assoc.	Allieren Ward	250-370-9101	165



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☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Oaklands Community Centre	Sandy Robertson	250-370-9101	\$1050

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$1050

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Although we will endeavor to find alternate funding to augment any funding we receive for these programs, it remains at risk without full funding. Hosting potluck dinners at the Centre has demonstrated a need for inclusion of all in the Oaklands community.

SECTION 5. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sept 2015 To: March 2016

Project or program location: Oaklands Community Centre

Project or program timeline and major milestones.

Date	Milestone
August 1	Registration open via Class for multisport and dinners
August 17	Advertise Multisport and Community Dinner via social media, website and Centre sign
August 24	Schedule and organize Sept to Oct sports for multisport; begin meal planning for dinners
September 4	Ensure enough registrants for program to run; submit fees for Sept to Oct sport;
September 16	Contact Community Development Coordinator for volunteers for dinners
September 26	Check number of registrants; purchase groceries for dinner; organize games
September 27	First Community Dinner

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 35

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |



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Application Form**

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: _____

Name: _____

Date: _____

Community Dinner and Games Night budget

Wage for facilitator	6 hours @ \$18/hr for 6 nights	\$	648
Food budget	6 nights @ &75	\$	450
Age appropriate toys/games		\$	100
Total		\$	1,198

Youth Multisport

Wage for Youth leader	2.5 hrs/night x 6 weeks @\$18/hr	\$	270	
Wage for Assistant Leader	2.5 hrs/night x 6 weeks @\$13/hr	\$	195	
Wage for Bus Driver	6 hrs x\$15/hr	\$	90	covered by OCA
Fuel		\$	75	covered by OCA
Sport costs:				
Dragon Boating		\$	240	
Quidditch		\$	150	
Frolf				free - 16 and younger
Ultimate				free - 16 and younger
Total		\$	<u>1,020</u>	
Admin Costs		\$	332.70	
Grand total		\$	2,551	



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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: OPEN SPACE ARTS SOCIETY

Mailing Address: 510 Fort Street, Victoria, BC V8W 1E6

Contact Person: Doug Jarvis - Guest Curator

Email: program.coordinator@openspace.ca

Telephone: 250-383-8833

Website: www.openspace.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-9889

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 1190 6881 5RR0001

Organization mission/mandate

Open Space supports experimental artistic practices in all contemporary arts disciplines, acting as a laboratory for engaging art, artists, and audiences. Open Space Arts Society Vision Statement (2014)

Brief history and role in benefitting residents of Greater Victoria

Open Space, founded 1972, is an artist-run centre that provides core contemporary creative infrastructure for the CRD region. Open Space is a community of diverse geographies, cultures, generations, and disciplinary orientations. It is a registered charity with an elected Board of Directors and a staff of four full-time employees. Open Space offers programming by donation or, in the case of its new music performances, by affordable cost-recovery admission. In addition to programming, Open Space publishes, maintains its archives, and manages a commercial lease occupying the street level floor of its heritage facility (purchased in 1975). In 2008, Open Space established an endowment.

How many paid staff at organization? Full Time: 4

Part Time: 5

How many volunteer staff at organization? 87

Total volunteer hours: 1600

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$504,549

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Canada Council for the Arts	\$94,200	Operating, Programming
Capital Regional District	\$85,500	Operating
Gaming Grants	\$85,000	Programming



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British Columbia Arts Council	\$80,325	Operating, Programming
* Please see attached Audited	Financial Statements for further	sources of funding

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Stories from the Edge

Brief description of the project or program and why the grant is needed.

* Please see attached text document including Project Description

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-Modal Active Transportation Network |
| <input type="checkbox"/> Steward Existing and Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibly |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

* Please see attached text document including Detail of project support of City of Victoria's Strategic Plan Objectives

How many will benefit from the project or program? 800 Percentage of Greater Victoria Residents? 1%

Who is your target audience? Indigenous youth, students, local indigenous and people of colour communities, local arts and culture community



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$18,700 Amount Requested \$9,750

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 13 %

How much is the organization contributing to this project or program? \$3,600

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
Canada Council for the Arts	François Dion	613-566-4414, ext. 5268	\$3,000
BC Arts Council	Sheryl Jones	250 356-1722	\$600

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Intrepid Theatre	Janet Munsil	250-383-2663	\$1,500
LIVE! Performance Biennial	Randy Gledhill	778-238-2787	International Airfares
			(Return to Vancouver)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$5,100

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

* Please see attached text document



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: 09/27/2015 To: 10/04/2015

Project or program location: Open Space Arts Society, Metro Studio Theatre, (Camousun College, UVic Visual Arts)

Project or program timeline and major milestones.

Date	Milestone
	* Please see attached text document including Project timeline

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 Total volunteer hours required: _____

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>Program poster, brochure</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Helen Marzolf

Position: Executive Director

Name: Helen Marzolf

Date: June 26, 2015

SECTION 4. PROJECT INFORMATION

Project or program title: **Stories from the Edge**

Brief description of the project or program and why the grant is needed.

Open Space is hosting a series of events in Victoria, September 27 - October 4, 2015 that explore the art form of storytelling. We are inviting **James Luna** (Pooyukitchum and Mexican-American performance artist living in La Jolla, California), **Guillermo Gómez-Peña** (Chicano performance artist living in San Francisco), and **Maria Hupfield** (Anishnaabe (Ojibway) heritage, and a member of Wasauksing First Nation, in Ontario), to present talks and performances that engage different ways that identity, politics and contemporary performance art practices are exercised.

Working with a group of local and regional partners, Open Space will host the week long event involving artist talks at Camosun College and UVic Visual Arts, a discussion panel with international artists in the context of the Red Words critical conversations program, a workshop with youth from the Indigenous Youth Arts Program, and an evening of performance art at Intrepid's Metro Studio Theatre.

Stories on the Edge brings internationally renowned artists James Luna and Guillermo Gómez-Peña, along with Maria Hupfield together to share aspects of their performance art practice in the context of Victoria's developing arts and culture communities. Open Space is working to develop a respectful and ongoing relationship as guests on the unceded territory of the Lekwungen people. Over the last few years we have worked with Aboriginal Curators-in-residence Peter Morin, and currently with France Trépanier to open a dialogue of what it means to be a guest in Lekwungen Territory. We developed programs that introduce indigenous methods and ways of knowing into our programming and operations. France Trépanier has initiated Red Words, a series of critical dialogues with visiting indigenous artists, writers, and filmmakers, to discuss current issues in contemporary art, politics, and cultural theory. Working with indigenous artists, mentors and elders we are also hosting our second Indigenous Youth Arts Program, a bi-weekly studio program that provides a space for youth to inhabit the gallery and grow as artists.

This is the context in which we are hosting *Stories from the Edge*. We have an opportunity to invite world-renowned artists to Victoria, in a fiscally responsible manner, by working with the LIVE! Performance Art Biennial in Vancouver, and hosting artists working in the region. Artists travelling to the Pacific Northwest appreciate the opportunity to visit Victoria and share their experience with us and to participate, for a short time, in what we have to offer here in the island. This gesture helps to build the international reputation of Victoria as a site that critically engages contemporary forms of art, and also embraces the strength of our local arts and cultural community.

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empower the Community
Facilitate Social Inclusion and Community Wellness
Nurture Our Arts, Culture and Learning Capital
Demonstrate Regional Leadership

Stories from the Edge, and its supporting programs, *Engage and Empower* local indigenous and people of colour *Communities*. Providing direct access to internationally renowned Indigenous and Latino performance artists is an invaluable experience for youth, students and emerging artists living in Victoria. Open Space has build a relationship with regional and national presentation networks and thrives on providing access to local audiences.

The theme of this years Indigenous Youth Arts Program hosted by Open Space is storytelling through and with media. Each of the invited artists use both media and storytelling in their performance art practices to explore, engage and critique the social and culture context in which they live and work. This level of inquiry and practice will provide youth and student audiences with indigenous tools, methods and ways of knowing to *Facilitate Social Inclusion and Community Wellness*.

Open Space is an artist-run centre mandated to “support experimental artistic practices in all contemporary arts disciplines, acting as a laboratory for engaging art, artists, and audiences.” By working with community partners and post-secondary institutions we provide a dynamic space of inclusion for the many communities of interest that support the arts. Through this specific project, and our ongoing programs, we continue to *Nurture Our Arts, Culture and Learning Capital*.

Open Space is a member of the ProArt Alliance of Greater Victoria, and the Pacific Association of Artist Run Centres. Our participation in these networks help us to communicate best practices across the country, the province and the region. Our commitment to work across disciplinary boundaries, partnering with Intrepid Theatre on venue use and audience development for this project, with the Visual Arts departments at Camosun College and the University of Victoria, and with members of local First Nations communities through our Indigenous Youth Arts Program and other programming, we are Demonstrating Regional Leadership. Victoria has a specific culture of collaboration. We understand the challenges and benefits to working across organizational barriers and pride ourselves in making a safe and inclusive space for all members of the arts and culture community.

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

This program is working with a group of community partners. Partial funding of this project would mean that a certain number of the activities and access to youth would be scaled back. We would not be able to afford as much of the international artists time here in Victoria and would look at a shorter schedule of events. We would also need to charge more for the performance night tickets, thereby restricting access to potential audience members. Our intent is to sponsor as much of the costs as possible.

Schedule of Events 2015:

June 1-30:	Develop program with community partners, invite artists, coordinate events, travel, accommodations, venues, etc
June 26:	Apply for City of Victoria 2015 Strategic Plan Grant project funding
July 1-30:	Confirm program, sign contracts with artists, develop and execute marketing and promotional plan, communicate with community partners and artists, seek local sponsors and community support
August 15:	Confirm regional travel for artists, confirm accommodations, boost marketing and promotional program
Sept 20, 12pm:	Indigenous Youth Arts Program participants get an overview and introduction to the work of James Luna, Guillermo Gómez-Peña, and Maria Hupfield, explore themes of their work and how it fits into the IYAP program of media and storytelling. Co-sponsored by MediaNet.
Sept 22-27:	Coordinator, Doug Jarvis attends LIVE Biennial in Vancouver, introduction with invited artists, builds relationship between events
Sept 28:	Artists travel from Vancouver, and New York, to Victoria, check into accommodations,
Sept 29:	Artists become acquainted with Victoria, visit venues, source performance materials, visit with local artists, attend welcome reception and meal with local hosts
Sept 30, 2pm:	Artist James Luna presents and artist talk at Camosun College, Landsdowne Campus, hosted by the Visual Arts Department as part of their artist talk series. Open to the public.
Sept 30, 8pm:	Artist Guillermo Gómez-Peña presents an artist talk at UVic, hosted by the Visual Arts Department Orion Lecture Series. Open to the public.
Oct 1, 12pm:	Special Indigenous Youth Arts Program workshop with invited artists and youth. Co-sponsored by MediaNet.
Oct 1, 5pm:	Open Space hosts a Red Words Critical Conversation with invited artists James Luna, Guillermo Gómez-Peña and Maria Hupfield, with audience question period. Event is recorded for further publication on program website. Open to the public.
Oct 2, 7pm:	Invited artists James Luna, Guillermo Gómez-Peña and Maria Hupfield, present an evening of performances at the Metro Studio Theatre, co-hosted by Intrepid Theatre.
Oct 3, 2pm:	Open Actions and the Ministry of Casual Living host an afternoon of performance actions by local artists at a public site in Victoria.
Oct 4:	Invited artists travel back to Vancouver for return flights home.
Oct 6:	Community partner representatives meet to discuss program of events and reflect on outcomes for final reports.
Oct 30:	Submission of final reports to funders.

Community Partners:

Open Space Arts Society

Camosun College, Visual Arts Department

University of Victoria, Department of Visual Arts

MediaNet

Intrepid Theatre

City of Victoria

Ministry of Casual Living

Open Actions

EXPENSES				Project Forecast	This Grant
EXPENSES					
Fees:					
Artist fee	James Luna	Performance		2,000	1,500
Artist fee	Guillermo Gomez Pena	Performance		2,000	1,500
Artist fee	Maria Hupfield	Performance		2,000	1,500
Artist talk fee	James Luna	at Camosun		500	0
Artist talk fee	Guillermo Gomez Pena	at UVic VA		600	0
Panel discussion	James Luna	at Open Space		200	0
Panel discussion	Guillermo Gomez Pena	at Open Space		200	0
Panel discussion	Maria Hupfield	at Open Space		200	0
Per Diem @\$50/day	James Luna	7 days		350	0
Per Diem @\$50/day	Guillermo Gomez Pena	7 days		350	0
Per Diem @\$50/day	Maria Hupfield	7 days		350	0
Image copyright fee	James Luna			50	0
Image copyright fee	Guillermo Gomez Pena			50	0
Image copyright fee	Maria Hupfield			50	0
Coordinator fee	Doug Jarvis			1,000	1,000
Subtotal				8,900	4,500
Travel	<i>Return travel to Victoria</i>				
From Vancouver	James Luna			125	125
From Vancouver	Guillermo Gomez Pena			125	125
From New York	Maria Hupfield			1,200	0
Accommodations	<i>@ \$100/night</i>				
7 nights in Victoria	James Luna			700	700
7 nights in Victoria	Guillermo Gomez Pena			700	700
7 nights in Victoria	Maria Hupfield			700	700
Subtotal				3,550	2,350
Program Expenses					
Documentation	Photo and video			1,000	750
Post production editing				500	0
Equipment rental				800	0
Hospitality	Meals with artists, reception			500	250
Theatre rental	Metro Studio Theatre	1 night		550	550
Technical Assistance	Front of house rental	1 night		250	250
Program brochure	Design, editing			600	400
Website	Program site and social media			500	500
Printing	Brochure, posters			350	200
Marketing				750	0
Advertisement		Local paper		450	0
Subtotal				6,250	2,900
TOTAL ALL EXPENSES				18,700	9,750

REVENUES			C/P	Budget Forecast	This Grant
GRANT REVENUES					
City of Victoria:	Project (this project)		P	9,750	9,750
BC Arts Council:	IYAP program funding		C	600	
Canada Council:	Operating		C	3,000	
Ticket Sales	Oct 2 public event	170 x \$15	P	2,550	
Camosun College	Visiting Artist program		C	500	
UVic Visual Arts	Orion Lecture program		C	800	
In-kind	Community partners		C	1,500	
TOTAL GRANT REVENUES				18,700	9,750
SUMMARY					
TOTAL REVENUES				18,700	9,750
TOTAL EXPENSES				18,700	9,750
SURPLUS/(DEFICIT)				0	0

[Charities and Giving](#) > [Charities Listings](#) > Search

Registered Charity Information Return

The information displayed below has been manually entered by the CRA from the registered charity's Registered Charity Information Return. This information has not necessarily been verified for accuracy or completeness by the Charities Directorate.

Registered charities that notice problems with their online information should go to [Amending the T3010 information return](#).

2014 Registered Charity Information Return for OPEN SPACE ARTS SOCIETY

- [Basic Information Sheet](#)
- [Section A. Identification](#)
- [Section B. Directors/Trustees and Like Officials](#)
- [Section C. Programs and General Information](#)
- [Section D. Financial Information](#)
- Section E. Certification (Information not available on line)
- Section F. Confidential data (Information not available to the public)
- [Schedule 1 - Foundations](#)
- [Schedule 2 - Activities Outside Canada](#)
- [Schedule 3 - Compensation](#)
- Schedule 4 - Confidential Data (Information not available to the public)
- [Schedule 5 - Gifts in kind](#)
- [Schedule 6 - Detailed Financial Information](#)
- [Schedule 7 - Political Activities](#)

Basic Information Sheet

Designation:	Charitable organization
Fiscal Period End:	2014-03-31
Registration Date:	1974-11-04
BN/registration number:	119068815RR0001
Telephone number:	250-383-8833
Fax number:	
E-mail address:	DIRECTOR@OPENSOURCE.CA
Web site address:	WWW.OPENSOURCE.CA
Public contact name or position:	DIRECTOR
Names the charity is known by other than its registered name:	OPEN SPACE

Program areas:

The three primary areas in which the charity is now carrying on programs to achieve its charitable purposes are listed below. The program areas are ranked according to the percentage of time and resources devoted to each program area.

Rank	Description	Field Code	% of Emphasis
1	Museums, galleries, concert halls, etc.	D1	90%
2	Festivals, performing groups, musical ensembles	D2	10%

Section A: Identification

- To help you fill out this form, refer to Guide T4033 (13), *Completing the Registered Charity Information Return*. It can be found on our Web pages at www.cra.gc.ca/charities under "Charities-related forms and publications".
- The *Privacy Act* protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate Web site, except for information or data identified as confidential. All of the information collected on this form may be shared as permitted by law (for example, with certain other government departments and agencies).

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

A1 Was the charity in a subordinate position to a parent organization? **1510** No

If yes, give the name and BN/registration number of the organization.

Name:

BN(if applicable):

A2 Has the charity wound-up, dissolved, or terminated operations? **1570** No

A3 Is your charity designated as a public foundation or private foundation? **1600** No

If yes, you must complete [Schedule 1, Foundations](#). Refer to the Form TF725, *Registered Charity Basic Information Sheet*, to confirm the designation. (Form TF725 is part of return.)



2014 Annual Report BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: **September 18, 2014 01:25 PM Pacific Time**

ANNUAL REPORT DETAILS

NAME OF SOCIETY

OPEN SPACE ARTS SOCIETY
510 FORT STREET
VICTORIA BC
CANADA V8W 1E6

SOCIETY INCORPORATION NUMBER

S-0009889

DATE OF INCORPORATION

September 15, 1972

DATE OF ANNUAL GENERAL MEETING (AGM)

July 12, 2014

DIRECTOR INFORMATION as of July 12, 2014

Last Name, First Name, Middle Name:

BOUCHER, HUNTER

Physical Address:

102 - 565 MANCHESTER RD
VICTORIA BC V8T 2N7

Mailing Address:

102 - 565 MANCHESTER RD
VICTORIA BC V8T 2N7

Last Name, First Name, Middle Name:

GAMMON, LYNDA

Physical Address:

1129 CATHERINE ST
VICTORIA BC V9A 3V6

Mailing Address:

1129 CATHERINE ST
VICTORIA BC V9A 3V6

Last Name, First Name, Middle Name:

MCMURCHY, ROZ

Physical Address:1959 HERD RD.
DUNCAN BC
CANADA V9L 5W4**Mailing Address:**1959 HERD RD.
DUNCAN BC
CANADA V9L 5W4**Last Name, First Name, Middle Name:**

MUIR, D BRADLEY

Physical Address:34 LOGAN AVE
VICTORIA BC
CANADA V9A 1H3**Mailing Address:**34 LOGAN AVE
VICTORIA BC
CANADA V9A 1H3**Last Name, First Name, Middle Name:**

RANDALL, ROBERT

Physical Address:1458 JAMAICA RD
VICTORIA BC V8N 2C8**Mailing Address:**1458 JAMAICA RD
VICTORIA BC V8N 2C8**Last Name, First Name, Middle Name:**

TAYLOR, BLAIR

Physical Address:53 WELLINGTON AVE
VICTORIA BC V8V 2H6**Mailing Address:**53 WELLINGTON AVE
VICTORIA BC V8V 2H6

Financial Statements of
Open Space Arts Society
Year Ended March 31, 2014

DICKSON
DUSANJ
& WIRK

CHARTERED
ACCOUNTANTS

Independent Auditors' Report

To: The Members of Open Space Arts Society

Report on Financial Statements

We have audited the accompanying financial statements of Open Space Arts Society, which comprise the statement of financial position as at March 31, 2014 and the statements of operations and changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Open Space Arts Society as at March 31, 2014 and the results of its operations and changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Dickson Dusanj & Wirk

Chartered Accountants

202-4430 CHATTERTON WAY, VICTORIA, BC V8X 5J2 | T 250 220 7311 | F 250 479 2124 | WWW.DDWCA.COM

MICHAEL DICKSON BCom CA | JAS DUSANJ BCom CA | KRIS WIRK, BCom CA | Incorporated Partners

Assets			
Current			
Cash and short-term investments		154,882	213,151
Accounts receivable		82,600	106,500
Government remittances receivable		-	8,684
Prepaid expenses		70	548
		237,552	328,883
Property and equipment (Note 3)		141,403	153,713
Total assets		378,955	482,596
Liabilities			
Current			
Accounts payable and accrued liabilities		5,290	6,686
Deferred revenue		63,718	138,000
Deferred capital contributions (Note 4)		1,502	7,646
Government remittances payable		2,937	-
Current portion of long-term debt (Note 5)		15,447	14,909
		88,894	167,241
Long-term debt (Note 5)		57,342	72,787
Total liabilities		146,236	240,028
Net Assets			
Net assets invested in property and equipment (Note 6)		139,901	146,068
Internally restricted (Note 7)		115,400	91,400
Unrestricted		(22,582)	5,100
Total net assets		232,719	242,568
Total liabilities and net assets		378,955	482,596

Commitment (Note 8)

Approved on Behalf of the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements

	Invested in Property and Equipment (Note 6)	Internally Restricted (Note 7)	Endowment Fund (Note 9)	Victoria City Council - 05 Aug 2015		
	\$	\$	\$	Unrestricted \$	2014 Total \$	2013 Total \$
Balance, beginning of year	146,068	91,400	-	5,100	242,568	197,713
Excess (deficiency) of revenues over expenses	-	-	-	(549)	(549)	54,855
Interfund transfers	-	24,000	-	(24,000)	-	-
Amortization of property and equipment, net	(6,167)	-	-	6,167	-	-
Endowment funds received (Note 9)	-	-	22,000	(9,300)	12,700	-
Endowment funds transferred (Note 9)	-	-	(22,000)	-	(22,000)	(10,000)
Balance, end of year	139,901	115,400	-	(22,582)	232,719	242,568

The accompanying notes are an integral part of these financial statements

	\$	\$
Victoria City Council - 05 Aug 2015		
Revenue		
Canada Council	94,200	112,948
Capital Regional District	85,500	74,000
Gaming grants	85,000	57,618
Rental	83,691	67,332
British Columbia Arts Council	80,325	102,000
Foundation grants	18,782	26,966
Employment grants	16,636	11,648
Endowment revenue and interest	8,892	511
Donations	6,988	4,713
Amortization of deferred capital contributions	6,144	6,144
Sales	6,139	4,588
Admissions	6,048	4,262
Canadian Heritage	3,752	-
Membership dues	1,235	1,277
Other private sector revenue	430	1,891
Other earned revenue	238	1,604
	<u>504,000</u>	<u>477,502</u>
Operating expenses		
Administration	33,654	36,099
Amortization	12,311	14,002
Artist fees	102,606	75,739
Artistic programming	65,022	43,501
Facility expenses	61,508	80,249
Fundraising costs	5,901	4,147
Interest on long-term debt	2,973	3,503
Marketing	35,259	34,112
Memberships	2,884	-
Publishing	18,728	17,442
Wages and benefits	163,703	113,853
	<u>504,549</u>	<u>422,647</u>
Excess (deficiency) of revenues over expenses	<u>(549)</u>	<u>54,855</u>

The accompanying notes are an integral part of these financial statements

	\$	\$
Victoria City Council - 05 Aug 2015		
Cash flows from operating activities:		
Excess (deficiency) of revenues over expenses	(549)	54,855
Amortization of property and equipment	12,311	14,002
Amortization of deferred capital contributions	(6,144)	(6,144)
Decrease in accounts receivable	23,900	19,697
Decrease in prepaid expenses	478	3,194
Increase (decrease) in accounts payable and accrued liabilities	(1,397)	2,282
(Decrease) in deferred revenue	(74,282)	(21,234)
Increase (decrease) in income taxes payable	2,937	-
Increase in government remittances payable	8,684	3,025
Total cash flows from operating activities	(34,062)	69,677
Cash flows from investing activities:		
Contributions to endowment fund, net	(9,300)	(10,000)
Cash flows from financing activities:		
(Repayment) of long-term debt	(14,907)	(14,370)
Net increase (decrease) in cash and short-term investments	(58,269)	45,307
Cash and short-term investments, beginning of year	213,151	167,844
Cash and short-term investments, end of year	154,882	213,151

The accompanying notes are an integral part of these financial statements

1. Statement of Purpose

Open Space Arts Society (the "Society") was incorporated under the Society Act of British Columbia on September 15, 1972 to operate an artist-run art gallery which promotes interest in the study of the arts generally, and visual arts, photography, music, literature, dance and video in particular, and to advance knowledge and appreciation of and to stimulate interest in artistic culture through exhibitions, performances and otherwise which would provide improved opportunities for artistic talent.

2. Significant Accounting Policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations, and include the following significant accounting policies:

Property and equipment

Property and equipment are stated at cost. Amortization is based on the estimated useful life of each asset using the following methods and annual rates:

Computer equipment	3 years Straight-line
Building	25 years Straight-line
Equipment	5 years Straight-line

In the year of acquisition only one-half the normal rate is applied.

Revenue recognition

The Society follows the deferral method of accounting for grants and contributions received, whereby revenues are matched with expenses. Restricted contributions, if any, are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable. Endowment contributions are recognized as direct increases in net assets.

Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Actual results may vary from the current estimates.

Contributed materials and services

The Society receives contributions of both materials and services. However, due to the difficulty in determining their fair value, contributed materials and services are not recognized in the financial statements.

2. Significant Accounting Policies (continued)

Financial instruments

The society initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The society subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in income in the period incurred.

Transaction costs are recognized in income in the period incurred, except for financial instruments that will subsequently be measured at amortized cost.

Financial instruments measured at amortized cost include cash, accounts receivable, government remittances receivable, accounts payable and accrued liabilities, government remittances payable, and long-term debt.

Financial instruments measured at fair value include short-term investments.

The carrying values of cash and short-term investments, accounts receivable, accounts payable and accrued liabilities approximate their fair values due to the short-term nature of these assets and liabilities. The carrying value of the long-term debt approximates the fair value because interest charges under the terms of the loan are based on the current Canadian bank lending rates.

3. Property and Equipment

	2014		2013	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
	\$	\$	\$	\$
Land	65,000	-	65,000	-
Computer equipment	13,448	13,447	13,448	12,356
Equipment	18,931	15,310	18,931	11,848
Building	193,936	121,155	193,936	113,398
	291,315	149,912	291,315	137,602
Less: Accumulated amortization	149,912		137,602	
Net Book Value	141,403		153,713	

4. Deferred Capital Contributions

Deferred capital contributions related to property and equipment represent the unamortized amount and unspent amount of grants received for the purchase of property and equipment. The amortization of deferred capital contributions is recorded as revenue in the statement of operations.

	2014 \$	2013 \$
Balance, beginning of year	7,646	13,790
Less: Amortization for the year	6,144	6,144
Balance, end of year	1,502	7,646

The balance of unamortized capital contributions related to property and equipment consists of the following:

	2014 \$	2013 \$
Unamortized capital contribution used to purchase property and equipment	1,502	7,646
Unspent contributions	-	-
Balance, end of year	1,502	7,646

5. Long-term Debt

	2014 \$	2013 \$
VANCOUVER CITY SAVINGS CREDIT UNION, monthly payments of \$1,490 including interest at 3.70% per annum, with a mortgage over land and building provided as collateral, due July 2015.	72,789	87,696
Less: current portion	15,447	14,909
	57,342	72,787

The estimated principal repayments on long-term debt over the next two years are as follows:

Year	\$ Amount
2015	15,447
2016	57,342

6. Net Assets Invested in Property and Equipment

The Society's investment in property and equipment is calculated as follows:

	2014 \$	2013 \$
Property and equipment (Note 3)	141,403	153,713
Less amounts financed by:		
Deferred capital contributions (Note 4)	(1,502)	(7,645)
	<u>139,901</u>	<u>146,068</u>

7. Internally Restricted Net Assets

The Society maintains a Facility Reserve Fund in order to cover future building repairs and upgrades. Transfers to and from this fund are approved by the board. The balance of the fund at March 31, 2014 is \$115,400 (2013 - \$91,400).

8. Commitment

The Society has entered into an operating lease for rental of its photocopier which expires December 31, 2016. The total obligation of this lease is \$6,937 per year.

9. Endowment Fund

The Society has established an endowment known as the "Open Space Arts Society Fund" (the "Fund") with the Victoria Foundation. The funds are managed for the benefit of the Society and are held permanently. Gifts are made from time to time as determined by the Society or in accordance with the wishes of contributors. The Fund earns investment income in accordance with the Investment Policy of the Victoria Foundation. Distributions from the Fund are determined by the Distribution Policy of the Victoria Foundation. The Society contributed \$22,000 (2013 - \$10,000) to the Fund. While the Society shall receive income from the total endowment, it has no control over these funds.

10. Line of Credit

The Society has a line of credit facility with Vancouver City Savings Credit Union to a maximum of \$25,000. At March 31, 2014, there is no outstanding balance on this facility. The credit facility is secured by land and building, a general security agreement and assignment of rents.

11. Comparative Figures

The comparative figures have been reclassified where applicable in order to conform to the presentation used in the current year.

12. Financial Risks and Concentration of Risks

The Society has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include credit risk, currency risk, interest rate risk and liquidity risk. There have been no significant changes in the Society's risk exposure from the prior year.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Society is potentially exposed to credit risk from its accounts receivable. Accounts receivable are not concentrated with a single party, and therefore, the Society is not subject to any significant concentration of credit risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society does not face significant currency risk exposure.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society does not face significant interest rate risk exposure.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society does not face significant liquidity risk exposure.



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Pacific Peoples' Partnership
Mailing Address: Suite 407, 620 View Street, Victoria, BC V8W 1J6
Contact Person: April Ingham, Executive Director Email: director@pacificpeoplespartnership.org
Telephone: 250-381-4131 Website: www.pacificpeoplespartnership.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: 11512
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 119254977 RR0001
Organization mission/mandate

Pacific Peoples' Partnership (PPP), based in Victoria, BC we are Canada's only non-profit, NGO social justice organization devoted exclusively to working in solidarity with peoples of the South Pacific to promote their aspirations for peace, justice, environmental sustainability and community development. A major part of our work is connecting Canada and the South Pacific on issue of shared concerns.

Brief history and role in benefitting residents of Greater Victoria

PPP is celebrating 40 years of action and has been based in the Greater Victoria area throughout our history. Victoria residents make up the majority of our membership. Annually we produce public programming that takes place primarily within the Greater Victoria region. This arts, cultural, and educational programming includes everything from thematic film nights, to cultural performances, lectures, benefits, school programs, Conferences, arts and cultural exchanges, and our annual One Wave Festival.

How many paid staff at organization? Full Time: 1 Part Time: 2
How many volunteer staff at organization? 20 Total volunteer hours: 1000 + Annually

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? 100,000 ranging to 300,000 depending on activities

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Province of BC Gaming	\$27,000	Core costs related to local arts & cultural programming
Individual donations	\$32,000	For a combination of core costs and programming
Federal Government	\$15,000	For interns and student employment programs
Institutional & regional donations	\$10,000	Generally for programming
Earned Revenues	\$15,000	Usually from events and activities



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Pacific Peoples' Partnership – Five Year Strategic Action Plan

Brief description of the project or program and why the grant is needed.

This past April 2015 PPP turned 40 years old, reaching this age is a huge accomplishment for our dynamic little NGO and we have lots to consider looking forward. In 2014 our previous 5 year Strategic Plan expired, it is time for us to revisit the future of our organization, refocus our programming, operations and diversify our funding going forward. Part of this work will benefit from PPP's programming taking place Sept 22-26 as we are hosting a major international conference in Victoria and region. Conference proceedings will be reviewed by an expert in the field to help identify the thematic focusses for our work going forward, this is especially important given the new Sustainable Development Goals that will be universally applied and which will help guide our programming both locally and globally. In addition, the development sector has had to reinvent itself this past five years and having a full strategic planning process with a financial lens, will help guide us into the future as we look to diversify our funding sources to ensure our sustainability.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

PPP has been engaged with Victoria citizens through our programming and via employment for 40 years. We have accomplished this by producing a range of local programs concerning social justice issues, environmental sustainability, fair trade, climate change, ocean and land stewardship, and through bridging cultures and knowledge sharing. Each year we host our Annual One Wave Festival in Centennial Square which is about engaging the public as steward of their environment, the program is designed for youth and families, is zero impact and also celebrates the diversity of Indigenous Pacific arts and cultures. We hold many lectures, and forums including Town Hall style meetings for learning and discussion. We work closely with other Victoria NGOs and CSOs, Academia and with Coast Salish Communities (three of which are partnering to host our September conference). Universality and deepening connections north-south is always a key component of our work, this helps us to connect local concerns with global concerns enabling informed citizen action.

How many will benefit from the project or program? 5000 Percentage of Greater Victoria Residents? 50 %

Who is your target audience? Victoria residents, Coast Salish Communities, Canadians and the South Pacific.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application. -

What is the project or program: Total Cost \$80,925 Amount Requested \$9,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 4.57%

How much is the organization contributing to this project or program? \$11,350

Please indicate the funding sources for this application:

PLEASE NOTE: Funding sources are outlined within the attached detailed budget breakdown (I have highlighted critical pieces directly related to the strategic planning). We are including the budget for our Pacific Networking Conference as this programming is designed in part to inform our Strategic Planning process that will benefit from Conference findings and then begin to unfold late October 2015. All funding is detailed within this document are confirmed. The only exception being funding pending from The Christensen Fund which will directly support international travel for South Pacific guests.

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ _____



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Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

PPP is very hopeful for the City of Victoria's support at this critical juncture in our work as we look forward to the next 40 years of action. Of most critical need for your consideration is access to the experts that will help facilitate and drive our strategic planning process. Should only a partial grant be available we would apply this to that portion of the costs.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sept 22, 2015 To: December 15, 2015

Project or program location: Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
Sept 22 - 26	Pacific Networking Conference & One Wave Festival (consultant participates for evaluation, reporting and to determine priority thematic focusses for PPP).
Sept 26 – Oct 23	Conference Consultant prepares and delivers report to PPP, strategic planning facilitators are hired and perform a needs assessment to help guide retreat facilitation to ensure outcomes will be met. Facilitators provide a facilitation plan for approval and the retreat is coordinated.
Oct 24 & 25	Strategic planning retreat will be held.
Oct 26 – Nov 15	Facilitators prepare the report on findings and deliver the strategic plan to the PPP Board of Directors to operationalize the plan going forward.
December 15	The new strategic plan is presented to the members at our AGM and put into action to guide our organization for the next 5 years..

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 17 Total volunteer hours required: 340

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other <u>Within our conference proceedings and promotions.</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered



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Society or (2) the Canada Revenue Agency as a registered Charity

- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

A handwritten signature in black ink, appearing to be 'April Ingham', written over a horizontal line.

Signature: _____

Position: Executive Director _____

Name: April Ingham

Date: June 26, 2015



PROJECT BUDGET

Name of Organization: Pacific Peoples' Partnership - 40th Anniversary Conference & Strategic Action Planning

				TOTAL	Notes
DIRECT PROJECT COSTS		\$77,225.00	\$0.00	\$77,225.00	
1. Project Personnel		\$13,500.00	\$0.00	\$13,500.00	
1.1	Executive Director	6,750.00		\$6,750.00	15 hrs per week avg. for 18 weeks @ \$25 hour
1.2	Program Development Coordinator	6,750.00		\$6,750.00	25 hrs per week avg. for 18 weeks @ \$15 hour
1.3				\$0.00	Short term contract position
				\$0.00	
2. External Experts / Consultants / Professional Services		\$13,125.00	\$0.00	\$13,125.00	
2.1	Strategic Planning Thematic Consultant / Conference Evaluation and Final Re	2,500.00		\$2,500.00	Short term contract
2.2	Expert Advisors (Elders, Professors, Consultants)	1,500.00		\$1,500.00	
2.3	Translator Support	525.00		\$525.00	IN Kind as needed (est. 15 hours @ \$35 = 525)
2.4	Post Conference - Strategic planning facilitator	2,600.00		\$2,600.00	40 hours @ \$65
2.5	Post Conference - Strategic planning financial advisor	1,950.00		\$1,950.00	30 hours @ \$65
2.6	Strategic planning session costs 2 x days venue	1,200.00		\$1,200.00	2 days at Sleeping Dog Retreat and Farm
2.7	Strategic planning session Food & supplies	2,850.00		\$2,850.00	20 participants @ \$65/day foodx 2 days plus mis.!
2.8				\$0.00	
2.9				\$0.00	
2.10				\$0.00	
3. Travel & Accommodation		\$21,700.00	\$0.00	\$21,700.00	
3.1	Vanuatu Participant International Travel (1-2 participants)	2,700.00		\$2,700.00	Travel, Visa, Biometrics, transfers, courier
3.2	Solomon Island Participant International Travel (0-1 participant)	3,800.00		\$3,800.00	Travel, Visa, Biometrics, transfers, courier
3.3	Papua New Guinea Participant International Travel (1-2 participants)	4,200.00		\$4,200.00	Travel, Visa, Biometrics, transfers, courier
3.4	Melaneisan participant Canadian Travel	300.00		\$300.00	3 x Vancouver Ferry x 2, plus fuel regional travel
3.5	Melaneisan participant Canadian Billeting Host Allowance	3,300.00		\$3,300.00	\$100 day includes some meals, and transport x 11
3.6	Melanesian participant Canadian Perdiem	2,400.00		\$2,400.00	3 Per diems \$50 day x 16 days
3.7	Melanesian participant Conference Fees	500.00		\$500.00	\$160 x 3 participants
3.8	Melanesian participant Vancouver Accomodations	500.00		\$500.00	130 a night x 4 participants (includes 1 staff)
3.9	Conference transportation	2,500.00		\$2,500.00	3 days bus transport for 40 individuals (\$750 a day

3.10	Melanesian participants incidentals	1,500.00		\$1,500.00	(\$500 each x 3) Insurance, meals not covered by B
4. Materials and Supplies		\$1,300.00	\$0.00	\$1,300.00	
4.1	General Supplies	300.00		\$300.00	Misc. supplies
4.2	Protocol and ceremonial gifts	1,000.00		\$1,000.00	For Elders, Speakers, Partners, and Conf. Pkgs.
4.3				\$0.00	

5. Publications and Publicity		\$5,400.00	\$0.00	\$5,400.00	
5.1	Special Edition Publication of Tok Blong Pasifik	4,000.00		\$4,000.00	Includes: design & production \$1000, print 1000 c
5.2	General Promotions and Advertisements	600.00		\$600.00	Posters, paid advertisements, Website
5.3	Conference Package Printing	400.00		\$400.00	200 copies of Conference materials & schedules
5.4	Strategic Planning Reports	400.00		\$400.00	
5.5				\$0.00	
5.6				\$0.00	
5.7				\$0.00	
5.8				\$0.00	
5.9				\$0.00	
5.10				\$0.00	
6. Equipment		\$1,100.00	\$0.00	\$1,100.00	
6.1	Equipment rentals (PA systems, projectors, etc.)	600.00		\$600.00	3 days PA Systems, Projectors \$200 a day
6.2	Staging Equipment rental	500.00		\$500.00	Performance showcase staging equipment
6.3				\$0.00	
6.4				\$0.00	
6.5				\$0.00	
7. Other Direct Costs		\$21,100.00	\$0.00	\$21,100.00	
7.1	Host Indigenous Communities Venue & Food (Tsartlip, T'Sou-ke)	8,000.00		\$8,000.00	Venues and Food (2 days 60-80 participants)
7.2	Host Indigenous Communities Venue & Food (Songhees includes honouring	6,800.00		\$6,800.00	Venues and Food (1 days 200 participants)
7.3	University of Victoria Venue Space and Support	1,800.00		\$1,800.00	Venues for Public events & opening ceremony
7.4	Regional Indigenous Participation	1,500.00		\$1,500.00	Conference bursaries, and sponsored attendees
7.5	General programming costs (speaker fees, performers, artists, tech.)	3,000.00		\$3,000.00	15 speaker / performers / technicals at \$200 day
7.6				\$0.00	
7.7				\$0.00	
INDIRECT PROJECT COSTS		\$3,700.00	\$0.00	\$3,700.00	
8. Administrative expenses		\$3,100.00	\$0.00	\$3,100.00	
8.1	Office Rent	2,100.00		\$2,100.00	5 x \$420
8.2	Telephones & Webservices	850.00		\$850.00	170 x 5 months
8.3	Bank Fees	150.00		\$150.00	
8.4				\$0.00	
8.5				\$0.00	
8.6				\$0.00	
8.7				\$0.00	
8.8				\$0.00	
8.9				\$0.00	
8.10				\$0.00	
Auditing, accounting and bank fees		\$600.00	\$0.00	\$600.00	
9.1	Book Keeper	600.00		\$600.00	\$25 hour x 5 hours x 5 months

9.2				\$0.00	
9.3				\$0.00	
9.4				\$0.00	
TOTAL		\$80,925.00	\$0.00	\$80,925.00	

SOURCES OF FUNDING	
<i>Pacific Peoples Partnership</i>	11,350.00
<i>Victoria Foundation</i>	9,500.00
<i>LUSH Fresh Handmade Cosmetics - Charity Pot Grant</i>	14,575.00
<i>Federal Government (HRSDC Grant)</i>	2,000.00
<i>University of Victoria (Centre for Asia Pacific Initiatives & Indigenous Governance)</i>	6,500.00
<i>Conference fees & Admissions</i>	5,500.00
<i>The Christensen Fund</i>	21,700.00
<i>City of Victoria Strategic Planning Grant</i>	9,000.00
<i>Donations</i>	800.00
TOTAL	\$80,925.00



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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act **N/A**

SECTION 1: CONTACT INFORMATION

Organization Name: Social Innovators Network
Mailing Address: 2270 Kinross
Contact Person: Norman Lee Email: norman@tedxvictoria.com
Telephone: 250-882-6676 Website: tedxvictoria.com

SECTION 2: ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-56403

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

to host TEDx Victoria event

Brief history and role in benefitting residents of Greater Victoria

This november will be our 5th event, our 3rd at the McPherson
Before that, 2 at Victoria Conference Centre

How many paid staff at organization? Full Time: 0

Part Time: 0

How many volunteer staff at organization? between 8-50

Total volunteer hours: hundreds

SECTION 3: ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$65,000 for the event.

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Royal Roads University	\$15,000	production of event.
Ticket Revenue		production of event

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

SECTION 4: PROJECT OR PROGRAM INFORMATION



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Project or program title: TEDx Victoria 5

Brief description of the project or program and why the grant is needed.

We are entirely a volunteer organization. Grants & sponsorship, along with ticket revenue are used to pay for the cost of producing the event. Grants & sponsorship assist in offsetting the financial risk & lowering ticket prices. Please go to TEDxVictoria.com to see the type of event we put on for the people of Victoria.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

By providing a stage for innovators and leaders with ideas worth sharing on a wide range of topics from the environment to technology to design, and people with an interest in how to change the world, a venue in which to experience & exchange ideas.

How many will benefit from the project or program? 772 + video Percentage of Greater Victoria Residents? _____ %
Who is your target audience? _____



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2015 Strategic Plan Grant Application Form

SECTION 5: PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ ~ 65,000 Amount Requested \$ 5,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0 %

How much is the organization contributing to this project or program? \$ funding from ticket revenue

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
<u>Royal Roads University</u>	<u>Melgar Cabrera</u>	<u>250-391-2600 ext 4274</u>	<u>15,000</u>

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 15,000

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Increased financial risk to volunteer organizers and an inability to lower ticket prices.



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SECTION 6: PROJECT OR PROGRAM TIMELINE

Project or program dates From: Nov 21/15 To: Nov 21/15

Project or program location: McPherson Theatre

Project or program timeline and major milestones.

Date	Milestone
<u>Nov 21/15</u>	<u>The event.</u>

SECTION 7: PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 to 50 Total volunteer hours required:

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8: PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>at the event.</u> | |

SECTION 9: DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Treasurer

Name: Norman Lee

Date: June 26, 2015

Item Description	2014 Projected Cost	2014 Cost	2015 Projected Cost	2015 Cost	Notes
EXPENSES					
PRINT COSTS					
Banners	\$0.00	\$0.00	\$200.00	\$288.55	New table skirt purchased for Outreach/event day
Business Cards	\$0.00	\$0.00	\$100.00		2014: Old cards used (2013's design). 2015: New cards to be designed/printed.
Event Program	\$0.00	\$0.00	\$1,000.00		2014: Online Schedule only in 2014. 2015: 2-colour printed notebooks or recycled paper, stamped logo
Lanyard Badges	\$250.00	\$225.25	\$300.00		2014: Printed lanyard badges, with some laminated.
Sponsor Foamcore Boards	\$300.00	\$290.30	\$300.00		2014: Sponsor branding on site.
Posters	\$400.00	\$343.42	\$500.00		2014: \$17.92 for our posters, and \$325.50 for in store postering.
Sponsorship Packages	\$100.00	\$57.56	\$100.00		2014: \$52.64 sponsorship packages + \$4.92 cover pages
Stickers	\$20.00	\$16.80	\$0.00		2014: 100 Stickers printed (they will last a while)
Thank You Cards	\$25.00	\$22.40	\$50.00		
PR & MARKETING					
Website Hosting Fees	\$200.00	\$0.00	\$200.00		(Anticipating costs here at some point)
Facebook Post Promotion	\$600.00	\$581.42	\$1,000.00		2014: \$105.85 (boosted posts) \$475.57 (Jordon Gordon online ads)
Flickr Fees	\$100.00	\$52.25	\$0.00		2 year subscription (up for renewal in 2016)
Promotional Video	\$2,000.00	\$1,903.88	\$2,500.00		2014: Dave Wallace/Innovate Imageworks recap/highlight/promo video. 2 30-second teaser video and possible second promo video.
EVENT COLLATERAL / MERCHANDISE					
Black T-Shirts (promo & outreach)	\$650.00	\$638.40	\$700.00		50 Shirts (outreach/promo purposes)
Black T-Shirts (event day merch)	\$1,500.00	\$1,780.80	\$700.00		50 Shirts (event day staff only)
Lanyards	\$1,700.00	\$1,659.17	\$800.00		2014: 1000 Lanyards ordered. 2015: 500 Lanyards to be ordered.
Storage	\$1,200.00	\$1,200.00	\$1,200.00		Storage costs for TEDxVictoria items (currently at Dylan's, at least until v

					out of space and need to rent more space)
PRODUCTION COSTS					
Audio Visual (in-house)	\$4,000.00	\$3,418.63	\$4,000.00		2014: Projector screen, equipment the McPherson doesn't have etc. 2015: same
Audio Visual Rental (out of house)	\$0.00		\$500.00		Sometimes we need specialty equipment
Stage Design	\$1,500.00		\$1,500.00		2014: Biophilia's operating budget for the stage construction and materials 2015: Studio Robazzo's operating budget
FILM PRODUCTION COSTS					
Video Post-Production/Editing	\$2,200.00	\$1,500.00	\$5,000.00		2014: Flat rate for Darren Labaree to edit (he is very generous). 2015: Darren working at his rate with a discount (still very generous)
Equipment Rental	\$0.00	\$0.00	\$0.00		2013 & 2014: Gamut Productions partnership. 2015: \$2500 is the cost, partnerships to be secured.
Webcasting Costs	\$500.00	\$0.00	\$0.00		2014: budget for possible costs related to streaming.
Extra Video Costs	\$250.00	\$0.00	\$0.00		2014: 2013's hard drives used for video production. 2015: we still have 2 hard drives.
PERFORMANCE COSTS					
Elder Opener	\$250.00		\$250.00		\$200 for opener in 2013 - need receipt for blanket for 2014
Lobby DJ	\$200.00	\$0.00	\$250.00		2013: We had a lobby DJ and needed to rent some equipment. 2015: we are not sure if we'll have a Lobby DJ yet, but just in case, we want some money for it.
Feature Performance	\$1,000.00	\$0.00	\$1,000.00		2014: Extra costs associated with feature performers - any rentals, tech, etc. needed. 2015: always budget this just in case artists need something extra
SPEAKER EXPENSES					
Travel Costs	\$1,500.00		\$1,500.00		2014: Airfare for 3 from San Francisco, as well as Taxi fees in Victoria. 2015: Number of non-Victoria speakers is still TBD.
Accommodation Costs	\$500.00	\$464.50	\$500.00		2014: Spinnakers Partnership (All speaker accommodations free, but

					emergency artist accommodations were paid for at Oswego Hotel). 2015 Spinnakers Partnership (4 suites for 2 nights each available)
ORGANIZER COSTS					
Food Costs	\$1,000.00		\$1,000.00		Money set aside to cater meetings, for the wrap up dinner, etc.
Phone Bills	\$2,000.00		\$2,000.00		Phone plans fees, extra minutes, long distance calls, etc for organizers (Someone always has to make long distance calls or use up their minute
Team Reimbursements	\$1,000.00		\$1,000.00		Core team member expenses: parking, food at outreach events, etc
TEDActive 2014 Fee	-	-	-		Dylan in 2014 (Licensee)
TEDActive 2015 Fee	\$10,000.00	\$9,936.56	-		Three team members in 2015 (Catherine, Dylan, Holly)
TEDActive 2015 Accommodation	\$1,500.00	\$1,279.95	-		Condo near the venue in Whistler (got an unbelievable deal)
TEDActive 2015 Travel / Food	\$1,000.00	\$300.00	-		Getting three team members to/from Whistler, feeding them en route (used Harbour Air partnership for costs to/from Vancouver, TED covered Van>Whistler, only costs were return from Whistler to Van)
TEDActive 2016 Fee	-	-	-		Costs TBD (determined by success of event)
TEDActive 2016 Accommodation	-	-	-		See Above
TEDActive 2016 Travel / Food	-	-	-		See Above
Core Team Professional Development	-	-	\$2,000.00	\$2,000.00	2015: Sent 6 team members to TEDxPortland
VENUE COSTS					
Venue Deposit	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	Venue Deposit cost for McPherson.
Venue Fee					Rental fees for two days (nonprofit rate)
Labour	\$12,000.00		\$15,000.00		Includes labour costs for FOH and stage crew for both setup day and event day.
Other Taxes (unspecified)					
Insurance	\$500.00	\$193.20	\$500.00		Cost of venue insurance for event day.
Total McPherson Costs		\$11,433.50			
LIVE EVENT & ACTIVE					

SPACE COSTS					
Art Installations	\$5,000.00		\$5,000.00		Budget for The Active Space & After Party
Venue Rental	\$0.00		\$0.00		Sponsorship.
Food Costs	\$600.00		\$1,000.00		Catering for TEDxVictoriaSalons (2 events) & After Party
Entertainment			\$1,000.00		Entertainment costs for After Party - \$500 for band, \$500 for possible rer
Misc	\$400.00		\$500.00		For potential costs, damages, insurance, etc
Total Active Space Costs		\$4,449.58			2014: Missing receipt for Vanessa
FOOD COSTS					
Speaker Dinner (includes gratuity)	\$1,000.00	\$1,000.00	\$1,000.00		Relish Food and Coffee in 2013
Speaker / Photography / Volunteer Food (event day)	\$500.00		\$750.00		Snacks & beverages for event staff in 2013 - Need Charmaine's receipts
FOH Food Costs (event day)	\$0.00		\$100.00		Costs associated with FOH at McPherson - need receipts for coffee orde
Volunteer Brunch (post event)	\$1,000.00	\$1,000.00	\$1,000.00		No volunteer parting in 2014 - brunch instead
TEDx WORKSHOP COSTS					
Venue Rental	-	-	\$0.00		Venue for meeting/workshop?
Food Costs	-	-	\$0.00		Lunch for TEDx Organizers
Misc	-	-	\$0.00		Facilitator expenses if needed?
OUTREACH COSTS					
Materials Costs	\$400.00		\$350.00	\$67.19	2014: Cost of chalkboard plinth. 2015: Outreach at Car Free Day, Victori
Table Fees			\$150.00	\$125.00	Pride, others TBD; Table Skirt in Print (above) 6' table - \$67.19
					2015: Fees for CarFreeDay, Pride
EXPENSES TOTAL	\$61,345.00	\$46,247.57	\$58,000.00	\$3,980.74	

REVENUE					
SPONSORSHIPS					
Royal Roads University	\$5,000.00	\$5,000.00	\$15,000.00		
TheZone / TheQ	\$1,000.00	\$1,000.00			
SIN	-\$700.00	\$0.00	-\$500.00		Accounting fees for SIN covered by TEDxVictoria
SALES					
Sales	\$300.00		\$0.00		T-Shirts, Liquor, Pop
Silent Auction		\$0.00	\$0.00		No auction in 2014
Ticket Box Office - Discount Tickets	\$6,000.00	\$2,520.00	\$7,000.00		Advance ticket costs - \$69 (\$60 + fees)
Ticket Box Office - Regular tickets	\$32,000.00	\$31,440.00	\$24,000.00		Regular ticket costs - \$79 (\$70 + fees)
McPherson Ticket Box Office - Contributor tickets	\$12,000.00	\$6,000.00	\$12,000.00		Donor ticket costs - \$129 (\$120 + fees)
REVENUE SUB TOTALS					
Proceeds from last year	\$15,000.00	\$15,000.00	\$10,000.00		
Sponsor Income Total	\$5,300.00	\$6,000.00	\$14,500.00	\$0.00	
Sales	\$50,300.00	\$39,960.00	\$43,000.00	\$0.00	
REVENUE TOTAL	\$70,600.00	\$60,960.00	\$67,500.00	\$0.00	

NET PROFIT:	\$9,255.00	\$14,712.43	\$9,500.00	\$3,980.74	-



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1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Synergy Sustainability Institute

Mailing Address: _____

Contact Person: Ben Clark (Project Coordinator)/Jill Doucette (ED)

Email: blaclark@me.com

Telephone: 250-884-3133

Website: www.vigreenecconomy.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S0060893

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

A green economy that works cohesively towards mitigating climate change and restoring natural ecosystems

Brief history and role in benefitting residents of Greater Victoria

Synergy Sustainability Institute acts as a hub for the green economy in Greater Victoria. Launched in 2013, SSI has worked to help green over 100 local small businesses and has active working groups on 5 topics including Upcycling, Biodiesel and Marine Conservation.

How many paid staff at organization? Full Time: 1

Part Time: 4

How many volunteer staff at organization? 6

Total volunteer hours: 1500 annually (5/week/volunteer)

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$98,000 (2015)

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Credit Unions	\$35,000	VI Green Business Program, Working Groups
Utility Companies (fortis, hydro)	\$7,000	VI Green Business Program
BC Housing	\$25,000	Research—Green Building Innovation
Fee for Service (Certification)	\$30,000	VI Green Business Program, Administration
Other (product sales)	\$1,000	Admin, Working Groups



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Green Economy Upcycling Working Group

Brief description of the project or program and why the grant is needed.

Social Enterprise members of the Vancouver Island Green Economy Upcycling Working Group are growing and ready to take the next step in their development. This grant funding will aid in the development of social enterprises and public education in three steps: 1) outreach and pilot projects that will help to guide their growth and raise awareness about upcycling waste. This will involve a series of workshops and training courses for those that wish to learn more about creative ways to divert waste from the landfills. 2) A series of craft markets will showcase local upcycled products by social enterprises and finally 3) This will culminate in an Upcycling Show at Inn at Laurel Point in November to celebrate local artists and raise awareness about upcycling.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> X Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> X Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> X Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> X Demonstrate Regional Leadership |
| <input type="checkbox"/> X Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The upcycling working group is an innovative group of individuals and local businesses that are looking to find creative ways to divert waste from the traditional waste stream. By providing hands-on training courses, citizens will gain a sense of empowerment as they create new life for previously unwanted products such as construction waste, palettes and coffee bags. Successful delivery of these training courses and craft markets will build capacity within Synergy Sustainability Institute and the Upcycling Working Group by proving the concept of these new programs and revenue streams. The grant funding will allow some spaces in these courses to be offered at a discount to citizens that would otherwise be unable to afford them, which will facilitate social inclusion and a sense of community. By using low-cost upcycled materials the program will be cultivating the arts in the community in a way that is accessible to a wide range of citizens. This is also a program that could easily be scaled and delivered in other parts of the region and Vancouver Island once it has been successful here in Victoria, providing regional leadership.



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How many will benefit from the project or program? 500-5000 Percentage of Greater Victoria Residents? 2-15%

Who is your target audience? Homeowners looking to divert waste, those interested in gaining expertise in hands-on projects, those that shop at public markets, businesses looking for environmentally friendly ways to recycle their waste.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$14,000_____ Amount Requested \$7000_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$7,000 in raised funds below, plus volunteer time and overhead such as office space for coordinator, use of printer, storage of supplies, and administration support for registration and marketing support.

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Vancity Credit Union	Maureen Cureton	1-778-228-8069	\$3,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
RemoveandReuse.com	Stefan Roodbol	250-884-6156	\$3,000 (workshop organizing & training space)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Inn at Laurel Point –room fee	Avril M.	250-386-8721	\$1,000

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Possible Print Sponsor (TBD)			~\$500

Grand Total of Other Funding Sources \$7,000-\$7,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No



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If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Partial funding will not allow for the end of year showcase event, and the courses will not take place. Essentially, Stages 1 and 3 will not be able to occur for these working group members, who has expressed that the training and public awareness is what they need to succeed.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: December 31, 2015_____

Project or program location: 811 Princess Avenue

Project or program timeline and major milestones.

Date	Milestone
August 15 th	First Market and Training Course complete
September 30 th	Last Market and Training Course complete
Aug-Dec	Outreach and marketing for training courses, markets and showcase event
November	Upcycling Showcase at Inn at Laurel Point

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 60

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> X Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> X Social Media | <input type="checkbox"/> X Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> X Annual Report |
| <input checked="" type="checkbox"/> X Other <u>signage at the markets and upcycling show</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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A handwritten signature in dark ink, appearing to read "Jillian Doucette".

Signature: _____

Position: Executive Director

Name: Jillian Doucette

Date: June 26, 2015

Note: Certificate of Good Standing for Synergy Sustainability Institute has been requested from the CRA and will be sent forward shortly

Upcycling Working Group Project
Budget

Last Updated: June 2015

REVENUES		Description	InKind	Cash	Total	Legend
Vancity Grant		Approved March 2015		\$3,000	\$3,000	
City of Victoria Grant		Strategic Plan Grant Application		\$7,000	\$7,000	Pending
Inn at Laurel Point		Waive room rental fee-- upcycling showcase Nov 2015	\$1,000		\$1,000	Secured
Remove and Reuse		Workshop and Craft Fair Organizing Efforts and use of space	\$3,000		\$3,000	
Total Revenue			\$4,000	10,000.00	\$14,000	
EXPENSES		Description	Total			
Project Coordination		6 Events (3 workshops, 3 fairs) \$1,500 ea			\$9,000	
Administration		<15% of project costs-- manage registration, expenses etc.			\$2,000	
Workshop and Craft Fair Venue		Remove and reuse-- donated space			\$500	
Event Space -- Upcycling Showcase		Inn at Laurel Point room			\$1,000	
Printing		For event promotions			\$1,500	
Total Expense					\$14,000	
Revenue less Expense					\$14,000	



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How to Apply:

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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: The Bateman Foundation/The Robert Bateman Centre

Mailing Address: 300 – 470 Belleville St, Victoria, BC V8V 1W9

Contact Person: Cassie Holcomb

Email: cassie.holcomb@batemanfoundation.org

Telephone: 250-940-3626 ext 303

Website: batemancentre.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☒ No

Society Registration Number: 802568-1

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 846937688RR0001

Organization mission/mandate

The Bateman Foundation is a national public charity formed to conserve and interpret the largest and most representative body of Robert Bateman's work in the world. We connect people to the magic of nature through art. The Bateman Foundation inspires a passion for nature in people of all ages, through the arts, observation, experience and dialogue. We have established and maintained an art museum, the Robert Bateman Centre, that conserves, enhances, and makes public a cultural legacy of art that creates dialogue, and inspires action, about the preservation and sustainability of the natural environment and our interdependence with nature. We believe that nature is magic, all people have the right to access nature, exposure to nature is essential for our health and the health of the planet, every child should have the right to unstructured play in nature and nature is an infinite source of reason, imagination, and invention.

Brief history and role in benefitting residents of Greater Victoria

The Robert Bateman Centre has been operating since May 2013. We offer direct access to the artwork of an important Canadian artist and naturalist. Robert Bateman's artwork is not only an important part of our cultural landscape, it also inspires people of all ages to have a sense of awe and wonder about nature. We use this experience to encourage people to have a closer relationship to nature and reap the health and social benefits of this interaction. We are committed to offering barrier-free access to as many Greater Victorians as possible. We offer up to 16 "admission-free" opportunities throughout the year where everyone can access the Centre free of charge reaching 5786 people in 2014 at a value of over \$55,000. Last year, we launched a partnership with the Greater Victoria Public Library to provide 20 passes that can be "checked out" at library branches and used for free family admission. We estimate this contribution alone to be worth \$11,000 with the potential to reach up to 5800 people. We also offer education programs to students of all ages including a bursary program for low-income schools that sees 40 classes visit the centre for free. The free admission and education programs are complimented by a robust line-up of art and nature events offered to a variety of adult and youth audiences encourage. Our exhibits and displays are updated regularly with three new exhibits debuting in 2015 including a community collaboration of entitled oneTree. Opening in November, oneTree will feature artwork from 45 Canadian artists all using wood from the same salvaged Big Leaf Maple.

How many paid staff at organization? Full Time: 3

Part Time: 10

How many volunteer staff at organization? 30

Total volunteer hours: 1425

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$845,900

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Retail Operations	\$322,963	Retail Ops, Public Programming, Exhibits, Admin
Public Programming and Exhibits	\$207,740	Retail Ops, Public Programming, Exhibits, Admin
Donations and Pledges	\$296,021	Retail Ops, Public Programming, Exhibits, Admin
Legacy Project	\$20,000	Legacy Development

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Access to the Robert Bateman Centre

Brief description of the project or program and why the grant is needed.

Support is requested for the following four key areas of our operations: Barrier-Free Access, Educational Programs, Arts and Nature Events and Exhibits. Funding is needed to support these programs. We are committed to providing barrier-free access to the Centre for as many people as possible. Through our collections, research, exhibits, and programming, we encourage experiential learning, observation and dialogue, and inspire people of all ages to find their place in nature. Part of this grant will fund free community access days as well as our library pass program exposing the centre to over 6000 people for free. Funding is also needed for our educational program that includes bursaries for low-income classes. This will ensure more students are exposed to Robert Bateman's work and are inspired to spend time in nature. Funding will allow us to offer free field trips to more than 40 classes. We also will also offer at least 12 unique Art and Nature events per year - including lectures, special tours, and hands-on art activities. These offer participants a chance to interact on a deeper level with the artwork and the philosophy of the centre. It is important to keep our exhibits fresh and new and funding through this grant will help produce exhibits which explore new facets of this vast subject area. Exhibits (3 per year) will allow visitors to learn not only a deeper story about the life and work of Bateman but also explore other artists and environmental issues.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program meets and supports the City of Victoria's Strategic Plan Objective "Nurture Our Arts, Culture and Learning Capital." The arts are an important part of our community. They transport us to different places and cultures and provide an outlet for creative expression. At the Robert Bateman Centre, we use the art of Robert Bateman to inspire everyone and express the importance of nature and its positive impact on our lives. Our programs, which reach people of all ages, inspire discovery, understanding and development of a love of nature leading to healthy and creative living, environmental stewardship, and spiritual growth.

How many will benefit from the project or program? 25,000 Percentage of Greater Victoria Residents? 50%

Who is your target audience? Locals and Tourists – in particular people over 45 with children

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application

What is the project or program: Total Cost \$845,900 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 9.7%

How much is the organization contributing to this project or program? \$530,703

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Gaming Commission		250-387-5311	\$39,200

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Shaw Communications	Shauna Coffyn	587-390-3333	\$50,000
Corporate Members (10)			\$7,000

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
Victoria Foundation	Sara Neely	250-381-5532	\$2,500

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Royal BC Museum	Angela Williams	250-356-7226	\$31,115
Used Victoria	Lacey Sheardown	250-480-3291	\$6,200
Times Colonist	Dianne Dallas	250-380-5264	\$12,000

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
Harbourside Rotary	Randy Decksheimer	250-480-3515	\$8,000
Victoria Foundation	Sara Neely	250-381-5532	\$6,300

Grand Total of Other Funding Sources \$162,315

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding from the City of Victoria, our programs will be negatively impacted. With less funding, we will not be able



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to offer as many public programs or free admission days. Less school children and people from Greater Victoria would be able to access the Centre and experience the artwork of Robert Bateman and the events we have to offer.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: August 2016

Project or program location: The Robert Bateman Centre, 470 Belleville St, Victoria, BC V8V 1W9

Project or program timeline and major milestones.

Date	Milestone
January 1, 2016	Have offered 6000 free admissions to the Centre
January 1, 2016	20% increase in memberships
January 1, 2016	35 active volunteers recruited and trained
July 1, 2016	Have offered 40 paid education programs and 40 bursary education programs
August 31, 2016	Have offered at least 12 public programs (at least one every month)
August 31, 2016	Have produced 3 new temporary exhibits

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30

Total volunteer hours required: 1500

Can the project or program occur without volunteer support?

☐ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☒ Sponsor Plaque

☐ Other

☒ Newspaper Advertisement

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

Position: Managing Director

Name: Aimee Ippersiel

Date: June 26, 2015



Government of Canada

Victoria City Council - 05 Aug 2015

Gouvernement du Canada

[Canada.ca](#) [Services](#) [Departments](#) [Français](#)
[Canada Revenue Agency](#)
[Home](#) [Charities and giving](#) [Charities listings](#) [Quick View](#)

The Bateman Foundation - Quick View

[Charity's detail page](#)
Registration no.: 846937688RR0001

Designation: [Charitable organization](#)
Programs and activities:
Ongoing programs:

THE PURPOSE OF THE FOUNDATION IS TO PROMOTE THE PRESERVATION AND SUSTAINABILITY OF THE ENVIRONMENT BY: (1) ESTABLISHING AND MAINTAINING AN ART GALLERY TO PERPETUATE, PROTECT, ENHANCE AND PROMOTE THE ARTISTIC AND CULTURAL LEGACY OF NATURE-INSPIRED ARTISTS, INCLUDING RO...[Read more](#)

New programs:
Status
☒ Registered 2012-01-01

Reporting periods

Quick View	Full View
► 2013-12-31 ◀	2013-12-31
2012-12-31	2012-12-31

Revenue



Receipted donations \$415,463 (27%)
 Non-receipted donations \$139,614 (9%)
 Gifts from other charities \$85,016 (6%)
 Government funding (0%)
 All other revenue \$877,477 (58%)
Total revenue: \$1,517,570

Expenses



Charitable program (0%)

Management and administration \$700,904 (48%)

Fundraising \$143,336 (10%)

Political activities (0%)

Gifts to other registered charities and qualified donees (0%)

Other \$614,836 (42%)

Total expenses: \$1,459,076

Compensation

Total compensation for all positions	\$395,120	Ten highest compensated full-time positions	
Full-time employees	4	\$160,000 - \$199,999	1
Part-time employees	11	\$40,000 - \$79,999	2
		Less than \$40,000	7
Professional and consulting fees	\$28,317		

Additional information

[Amending the T3010 information return](#)[Information for Charity Quick View users](#)[View the complete T3010 return for the period being displayed](#)[Directors and trustees worksheet](#)[Return to search results](#)[New search](#)

Related links

[How do I choose the right charity?](#)[Contact the CRA Charities Directorate](#)[Share this page](#)[Videos and recorded webinars for donors and charities](#)

Date modified:

2015-01-28

THE BATEMAN FOUNDATION
FINANCIAL STATEMENTS
DECEMBER 31, 2014

Partners

B.A. ASSER, B.COMM., C.A.*
D.L. SPENCE, B.A., C.A.*
R.A. PEARSON, B.Sc., C.A.*

550-645 FORT STREET
VICTORIA, BC V8W 1G2

Associates

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TELEPHONE (250) 385-8789
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**Denotes Incorporated*

INDEPENDENT AUDITOR'S REPORT

To the Members of The Bateman Foundation

We have audited the accompanying financial statements of The Bateman Foundation, which comprise the statement of financial position as at December 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, The Bateman Foundation derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of The Bateman Foundation. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2014, current assets and net assets as at December 31, 2014.

(continues)

Victoria, British Columbia
June 8, 2015

Osborn Waddles.

CHARTERED ACCOUNTANTS

THE BATEMAN FOUNDATION **Victoria City Council - 05 Aug 2015**
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2014

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 103,686	\$ 80,271
Restricted cash	30,000	9,580
Accounts receivable	8,906	10,915
Goods and services tax recoverable	362	60,535
Inventory	80,527	34,072
Prepaid expenses	56,963	72,160
	280,444	267,533
CAPITAL ASSETS (Note 3)	834,664	1,073,801
ARTWORK COLLECTION	590,935	450,935
INTANGIBLE ASSETS (Net of accumulated amortization)	12,210	23,821
	\$ 1,718,253	\$ 1,816,090
LIABILITIES		
CURRENT		
Accounts payable	\$ 96,467	\$ 130,534
Provincial sales tax payable	2,835	1,818
Employee deductions payable	9,232	9,088
Deferred contributions related to future programs (Note 4)	30,000	5,000
Current portion of promissory note (Note 5)	25,000	-
	163,534	146,440
PROMISSORY NOTE (Note 5)	121,706	-
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 6)	765,584	990,958
	1,050,824	1,137,398
NET ASSETS		
INVESTED IN CAPITAL ASSETS AND ARTWORK COLLECTION	660,014	538,357
UNRESTRICTED	7,415	140,335
	667,429	678,692
	\$ 1,718,253	\$ 1,816,090

Approved By The Directors

 Director
 Director

THE BATEMAN FOUNDATION
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2014

	General Operations	Gift Shop / Gallery (schedule 1)	Public Programming	Capital and Artwork	2014	2013
REVENUE						
Donations	\$ 650,619	\$ -	\$ -	\$ -	\$ 650,619	\$ 590,970
Deferred contributions	-	-	5,000	225,374	230,374	110,522
Gift shop	-	185,676	-	-	185,676	111,396
Gallery	-	181,041	-	-	181,041	180,847
Donations in kind	-	-	-	140,000	140,000	450,935
Gaming	-	-	20,000	-	20,000	-
Rental income	-	9,700	-	-	9,700	11,222
Fundraising	5,948	-	-	-	5,948	61,678
	656,567	376,417	25,000	365,374	1,423,358	1,517,570
EXPENSES						
Salaries and wages	148,146	201,877	79,634	-	429,657	395,120
Rental	86,864	202,683	-	-	289,547	123,143
Amortization	-	-	-	240,569	240,569	119,977
Advertising and promotion	17,047	64,072	23,438	-	104,557	269,188
Purchases	-	94,371	-	-	94,371	77,256
Fundraising	77,825	-	-	-	77,825	143,336
Office and administrative	25,613	38,960	1,507	-	66,080	90,395
Sub-contractors	17,463	40,265	-	-	57,728	143,330
Business development	25,210	-	-	-	25,210	31,701
Events	-	-	21,940	-	21,940	26,303
Professional fees	11,645	3,882	-	-	15,527	28,317
Amortization of intangible assets	5,805	5,805	-	-	11,610	11,010
	415,618	651,915	126,519	240,569	1,434,621	1,459,076
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 240,949	\$ (275,498)	\$ (101,519)	\$ 124,805	\$ (11,263)	\$ 58,494

See notes to financial statements

THE BATEMAN FOUNDATION
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2014

	General Operations	Gift Shop / Gallery	Public Programming	Invested in Capital and Artwork	2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 140,335	\$ -	\$ -	\$ 538,357	\$ 678,692	\$ 620,198
Excess (deficiency) of revenue over expenses	240,949	(275,498)	(101,519)	124,805	(11,263)	58,494
Purchase of capital assets	(1,432)	-	-	1,432	-	-
Transfer of deferred contributions	4,580	-	-	(4,580)	-	-
Transfer of income	(377,017)	275,498	101,519	-	-	-
NET ASSETS - END OF YEAR	\$ 7,415	\$ -	\$ -	\$ 660,014	\$ 667,429	\$ 678,692

See notes to financial statements

THE BATEMAN FOUNDATION
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2014

Victoria City Council - 05 Aug 2015

	2014	2013
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ (11,263)	\$ 58,494
Items not affecting cash:		
Amortization of capital assets	240,569	119,977
Amortization of intangible assets	11,610	11,010
Donations in kind	(140,000)	(450,935)
Amortization of deferred contributions related to capital assets	(225,374)	(110,522)
	(124,458)	(371,976)
Changes in non-cash working capital <i>(Note 8)</i>	169,725	21,542
	45,267	(350,434)
INVESTING ACTIVITIES		
Purchase of capital assets	(1,432)	(1,041,165)
Purchase of intangible assets	-	(3,600)
Receipt of deferred contributions related to capital assets	-	578,480
	(1,432)	(466,285)
INCREASE (DECREASE) IN CASH FLOW	43,835	(816,719)
Cash - beginning of year	89,851	906,570
CASH - END OF YEAR	\$ 133,686	\$ 89,851
CASH CONSISTS OF:		
Cash	\$ 103,686	\$ 80,271
Restricted cash	30,000	9,580
	\$ 133,686	\$ 89,851

1. DESCRIPTION OF BUSINESS

The Bateman Foundation (the "Foundation") is incorporated under the Canada Not-for-Profit Corporations Act. The Foundation's principal business activity is to promote the preservation and sustainability of the environment by establishing and maintaining an art gallery to perpetuate, protect, enhance and promote the artistic and cultural legacy of nature-inspired artists. The Foundation is a registered charity under the Income Tax Act and is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (GAAP).

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment	5 years	straight-line method
Computer equipment	5 years	straight-line method
Computer software	3 years	straight-line method
Furniture and fixtures	5 years	straight-line method
Lighting	12 years	straight-line method
Leasehold improvements	5 years	straight-line method

Additions, net of disposals are amortized at half rates.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Revenue recognition

The Bateman Foundation follows the deferral method of accounting for contributions with fund accounting for general operations.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Contributions restricted for capital purposes are amortized to revenue on the same basis and rate as the related assets.

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.

Gift shop and gallery income is recognized as revenue when services are provided or products are delivered to the customer. Gallery rental revenue is recognized as revenue when services are provided.

Fundraising revenue is recognized as revenue when the related event occurs.

(continues)

THE BATEMAN FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

Victoria City Council - 05 Aug 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Non-monetary donations

Donations of artwork, other than works of art for the gallery's permanent collection, are recorded at fair market value based on independent appraisals. Permanent collection donations are recognized at fair market value and are recorded as an expense at the time of acquisition.

Individuals, arts organizations and others contribute numerous hours each year to the Foundation and gallery. Because of the difficulty of determining the value of such services, these contributions are not recognized in the financial statements except where the services would otherwise be budgeted and acquired and fair market value can be determined.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not for profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Equipment	\$ 49,907	\$ 14,686	\$ 35,221	\$ 43,627
Computer equipment	35,038	11,140	23,898	30,905
Computer software	72,135	36,067	36,068	60,113
Furniture and fixtures	54,939	16,482	38,457	49,445
Lighting	69,606	8,701	60,905	66,706
Leasehold improvements	914,450	274,335	640,115	823,005
	\$ 1,196,075	\$ 361,411	\$ 834,664	\$ 1,073,801

4. DEFERRED CONTRIBUTIONS RELATED TO FUTURE PROGRAMS

	2014	2013
Deferred contributions, beginning of year	\$ 5,000	\$ -
Contribution received for specific purposes	30,000	17,555
Less amount recognized as revenue in year	(5,000)	(12,555)
Deferred contributions, end of year	\$ 30,000	\$ 5,000

Deferred contributions represent externally restricted funding received for specific purposes.

5. PROMISSORY NOTE

The Foundation commenced negotiations with the gallery landlord to address certain lease and common costs incurred in the initial operating period and to renegotiate the amount of space under lease. Subsequent to the year end, an agreement was reached to settle amounts outstanding under the lease agreement, to allow for the deferral of payment of certain amounts outstanding, and to reduce the future leased area and related costs. The lease commitment information reported in note 7 represents the new lease arrangements. The revised amounts owing to the landlord were converted into a non-interest bearing promissory note. Payment terms are \$25,000 repayable on September 30, 2015 with monthly payments commencing April 1, 2016 of \$3,259 plus interest from that date of 1% per month calculated on the outstanding promissory note balance net of prepaid rental deposits which are \$50,000 at December 31, 2014. The promissory note is presented below.

	2014	2013
Promissory note	\$ 146,706	\$ -
Lump sum payment due September 30, 2015	(25,000)	-
Long term portion of promissory note	\$ 121,706	\$ -

Minimum principal repayment terms are approximately:

2015	\$ 25,000
2016	29,334
2017	39,112
2018	53,260
	<u>\$ 146,706</u>

6. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

Deferred contributions related to capital assets represent externally restricted contributions received for the acquisition of capital assets. The amortization of deferred capital contributions is recorded as revenue on the statement of operations.

	2014	2013
Deferred capital contributions, beginning of year	\$ 990,958	\$ 523,000
Private donations	-	541,035
Canadian Wildlife Federation	-	37,445
Subtotal	990,958	1,101,480
Amortization of deferred contributions	(220,794)	(110,522)
Transfer to operating	(4,580)	-
Deferred capital contributions, end of year	\$ 765,584	\$ 990,958

(continues)

THE BATEMAN FOUNDATION **Victoria City Council - 05 Aug 2015**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

6. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS *(continued)*

Deferred capital contributions are comprised of the following:

	2014	2013
Contributions used to purchase capital assets	\$ 765,584	\$ 986,378
Unspent contributions	-	4,580
	\$ 765,584	\$ 990,958

7. LEASE COMMITMENTS

The Foundation has a long term lease with respect to its premises expiring March 31, 2018. The lease contains renewal options. The Foundation is responsible for a proportionate amount of common costs for the leased building.

Future minimum lease payments as at December 31, 2014, are as follows:

2015	\$ 115,000
2016	115,000
2017	115,000
2018	28,750
	\$ 373,750

8. CHANGES IN NON-CASH WORKING CAPITAL

	2014	2013
Accounts receivable	\$ 2,009	\$ (10,912)
Inventory	(46,455)	(34,072)
Accounts payable	(34,066)	111,405
Deferred contributions related to future programs	25,000	5,000
Prepaid expenses	15,197	(11,492)
Employee deductions payable	144	9,088
Goods and services tax	60,173	(49,293)
Provincial sales tax payable	1,017	1,818
Accounts payable conversion to promissory note payable	146,706	-
	\$ 169,725	\$ 21,542

9. VICTORIA FOUNDATION FUND

	2014	2013
Opening balance, market value	\$ 17,724	\$ 15,438
Net return on investments	1,823	2,937
Subtotal	19,547	18,375
Grants paid	(589)	(526)
Administration fees	(140)	(125)
	\$ 18,818	\$ 17,724

The Foundation established a fund held by The Victoria Foundation. Under the agreement of the fund, the Foundation is the beneficiary of the fund and is entitled to receive grants from the fund. The amount of the grant is at the discretion of The Victoria Foundation and any unpaid amounts carry forward until paid. The current amount available to grant is \$0.

10. DONATED SERVICES

The Foundation made a donation in kind to the Jane Goddall Institute consisting of strategic planning consulting services in the amount \$35,132. These donated services have not been included in the financial statements.

11. FINANCIAL INSTRUMENTS

The Foundation is exposed to various risks through its financial instruments. The following provides information about the Foundation's risk exposure and concentration as of December 31, 2014.

Credit risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The Foundation is exposed to credit risk from customers. The Foundation has a minimal number of customers to whom credit is provided.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation is exposed to this risk mainly in respect of its receipt of funds from its customers and donors and accounts payable. The Foundation follows strict adherence to budget and programs / projects are not commenced until funding support is reasonably in place.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Foundation is not exposed to significant interest rate risk.

12. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

THE BATEMAN FOUNDATION
GIFT SHOP AND GALLERY
YEAR ENDED DECEMBER 31, 2014

Victoria City Council - 05 Aug 2015
(Schedule 1)

	Gift Shop	Gallery	2014
REVENUE	\$ 185,676	\$ 190,741	\$ 376,417
EXPENSES			
Rental	28,955	173,728	202,683
Salaries and wages	90,580	111,297	201,877
Purchases	94,371	-	94,371
Advertising and promotion	-	64,072	64,072
Sub-contractors	19,955	20,313	40,268
Office and administrative	7,669	31,288	38,957
Amortization of intangible assets	-	5,805	5,805
Professional fees	-	3,882	3,882
	241,530	410,385	651,915
DEFICIENCY OF EXPENSES OVER REVENUE	\$ (55,854)	\$ (219,644)	\$ (275,498)

[Return to Table of Contents](#)

Revised Budget Quarterly Results Consolidated Page							The Robert Bateman Centre										updated: 11-May-15		
Revised Budget 2015				Revised Budget Total															
				Q.1	Actuals Total Q.1	Variance over/(under)													
				January	February	March	April	May	June	July	August	September	October	November	December	TOTALS			
Consolidated Budget Projections				Actuals Less Budget															
Projected Income																			
Retail Operations																			
Gallery Admissions & Indiv.Memberships				6,400	8,900	13,400	28,700	39,700	11,000	11,400	11,400	15,900	19,900	23,900	19,900	12,900	8,400	11,900	164,300
Corporate Membership				-	1,955	1,955	3,909	4,762	853	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	21,500
Venue Rental				500	600	600	1,700	500	(1,200)	600	-	-	-	-	-	1,000	1,500	1,500	6,300
Retail Gift Shop (Net of Cost of Goods Sold)				4,703	5,558	8,123	18,383	23,795	5,413	6,840	10,118	7,695	15,818	15,533	14,108	10,545	7,980	10,973	117,990
Product Licensing				1,473	300	300	2,073	959	(1,114)	3,000	300	300	3,000	300	300	3,000	300	300	12,873
Sub-Total Retail Income Projections				13,076	17,312	24,377	54,765	69,716	14,951	23,795	23,772	25,850	40,672	41,687	36,262	29,400	20,135	26,627	322,963
Public Programming & Exhibits																			
Programs, Tours & Exhibits				10,317	14,672	4,462	29,451	10,327	(19,124)	872	6,866	100,256	9,561	9,561	8,616	872	5,912	4,772	176,740
Education Programs				10,000	10,556	556	21,111	20,936	(175)	6,556	556	556	-	-	556	556	556	556	31,000
Donations & Pledges																			
Unrestricted (General)				50,626	300	37,775	88,701	89,365	664	3,580	100	30,100	100	100	5,080	80	80	2,100	130,021
Restricted				-	-	160,000	160,000	117,743	(42,257)	6,000	-	-	-	-	-	-	-	-	166,000
Legacy Project																			
Sub-Total Program Income Projections				90,943	25,528	202,793	319,263	258,371	(60,892)	17,008	7,522	130,912	9,661	9,661	14,252	1,508	6,548	7,428	523,761
Total Operational Income Projections				\$ 104,018	\$ 42,840	\$ 227,170	374,028	328,087	(45,941)	\$ 40,802	\$ 31,294	\$ 156,761	\$ 50,333	\$ 51,348	\$ 50,514	\$ 30,907	\$ 26,682	\$ 34,055	\$ 846,724
Projected Expense																			
Retail Operations																			
Gallery Admissions & Programs				15,625	13,717	15,517	44,860			28,692	18,917	13,966	15,617	17,642	15,617	13,742	13,742	13,967	196,765
Retail Gift Shop				10,715	10,641	12,451	33,807			12,291	11,371	11,231	11,461	11,771	11,541	10,626	10,576	11,126	135,800
Sub-Total Retail Expense Projections				26,341	24,358	27,968	78,667	61,804	(16,863)	40,983	30,288	25,196	27,078	29,413	27,158	24,368	24,318	25,093	315,701
Public Programming & Exhibits																			
Education Programs				10,155	12,537	13,377	36,069	41,935	5,866	15,157	21,487	23,775	19,841	24,681	16,507	14,117	13,872	10,117	195,622
Fundraising Activities				2,750	2,750	2,750	8,250	4,954	(3,296)	3,200	3,200	4,750	-	-	-	2,750	2,750	2,750	27,650
Administration Exp (see Donations&Pledges sheet)				8,300	8,300	7,600	24,200	24,687	487	-	-	-	-	-	-	-	-	-	24,200
Legacy Project				6,772	6,167	6,167	19,106	17,780	(1,326)	5,403	15,153	7,103	5,328	5,078	7,078	5,328	5,178	7,178	81,933
Sub-Total Program Expense Projections				20,000			20,000	14,186	(5,814)	5,814									25,814
Sub-Total Program Expense Projections				27,977	29,754	49,894	107,625	103,542	(4,083)	29,574	39,840	35,628	25,169	29,759	23,585	22,195	21,800	20,045	355,219
Total Operational Projected Expenses				54,318	54,112	77,862	186,292	165,346	(20,946)	70,557	70,128	60,824	52,247	59,172	50,743	46,563	46,118	45,138	670,920
Projected Operational Surplus (Shortfall)				49,700	(11,272)	149,308	187,736	162,741	(24,994)	(29,755)	(38,834)	95,937	(1,914)	(7,824)	(229)	(15,656)	(19,436)	(11,083)	175,804
Rent Contribution & Expense																			
Rent exp. including CAM, Property Taxes				10,691	10,691	25,000	46,382	40,500	(5,882)	90,563			40,000						181,125
Total of All Expenses				65,009	64,803	102,862	232,674	205,846	(26,828)	161,120	70,128	60,824	92,247	59,172	50,743	46,563	46,118	45,138	837,900
Total Inclusive Surplus (Shortfall)				39,009	(21,963)	124,308	141,354	122,241	(19,112)	(120,317)	(38,834)	95,937	(41,914)	(7,824)	(229)	(15,656)	(19,436)	(11,083)	8,824
Cumulative Effect Savings(Loss)				39,009	17,046	141,354				21,036	(17,798)	78,139	36,225	28,401	28,171	12,515	(6,921)	(18,004)	8,824

Notes:	Less Quarter 1 Budget Surplus (Shortfall)																141,354	
	Plus Quarter 1 Actual Results Surplus (shortfall)																122,241	
	Revised Annual Budget Result 2015																(10,288)	

This page (Consolidated Results) is the only page in the budget that acknowledges First Quarter Actual Performance figures.

For this reason, there may be a slight variation between consolidated results and individual summary pages & program budget sheets

The Robert Bateman Centre Budget

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updated: 11-May-15

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Exhibit Operations

The Robert Bateman Centre

Revised Budget 2015

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Revenue Projections													
Gallery Admissions	6,000	8,500	13,000	11,000	11,000	15,500	19,500	23,500	19,500	12,500	8,000	11,500	159,500
Individual Memberships	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Sub-total General Admissions and memberships	6,400	8,900	13,400	11,400	11,400	15,900	19,900	23,900	19,900	12,900	8,400	11,900	164,300
Fundraising: Local (Corp Membership)		1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	21,500
Venue Rental Income	500	600	600	600						1,000	1,500	1,500	6,300
Sub-total Corp membership & Venue rental	500	2,555	2,555	2,555	1,955	1,955	1,955	1,955	1,955	2,955	3,455	3,455	27,800
Total Budgeted Income	6,900	11,455	15,955	13,955	13,355	17,855	21,855	25,855	21,855	15,855	11,855	15,355	192,100
Operational Expense Projections													
Annual Licensing, Memberships & Subscriptions (CMA, Sumac, Ir	-	-	-	500	50	50	50	1,000	50	50	50	50	1,850
Gallery Salaries	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	85,946
Staff and Volunteer Training & Appreciation	-	164	164	164	364	164	164	164	164	164	164	364	2,208
Software & Tech Support (Historic & Share of LS Licensing)	300	300	300	300	300	300	300	300	300	300	300	300	3,600
PR & Marketing	2,423	1,550	3,350	7,400	4,700	1,949	3,600	4,650	1,600	1,725	1,725	1,725	36,396
Office Expense	75	75	75	100	75	75	75	100	75	75	75	100	975
Internet	300	300	300	200	100	100	100	100	100	100	100	100	1,900
Hydro	310	310	310	310	310	310	310	310	310	310	310	310	3,720
Telephone	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Gallery Insurance	720	720	720	720	720	720	720	720	720	720	720	720	8,640
Security	53	53	53	53	53	53	53	53	53	53	53	53	630
Exhibit Upkeep	-	-	-	-	2,000	-	-	-	2,000	-	-	-	4,000
Janitorial	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Repairs & Maintenance	300	300	300	9,000	300	300	300	300	300	300	300	300	12,300
Financial Fees: CC Transx & Bank Chgs	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Accounting & Admin expenses	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
Travel & Entertainment													-
Business Devel't	1,200												1,200
Total Budgeted Operational Expenses	15,625	13,717	15,517	28,692	18,917	13,966	15,617	17,642	15,617	13,742	13,742	13,967	196,765
Operational Savings (Loss)	(8,725)	(2,263)	437	(14,738)	(5,563)	3,889	6,237	8,212	6,237	2,112	(1,888)	1,387	(4,665)
Cumulative Effect Savings(Loss)	(8,725)	(10,988)	(10,551)	(25,289)	(30,852)	(26,963)	(20,726)	(12,513)	(6,276)	(4,164)	(6,052)	(4,665)	(4,665)

The Robert Bateman Centre Budget

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Public Programming

Revised Budget 2015

The Robert Bateman Centre

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Revenue Projections													
Admission Fee Recovery													
Exhibit Programs	-	3,800	3,590	6,000		1,750	1,750	1,750	1,750		3,900	3,900	28,190
Public Programming	317	317	317	317	6,311	7,451	6,311	6,311	6,311	317	1,457	317	36,050
Education Programs	10,000	10,556	556	6,556	556	556			556	556	556	556	31,000
Public Funding Grants													-
Gaming Grant						80,000							80,000
Provincial Grants													-
Federal Programs (YCW)						1,500	1,500	1,500					4,500
Other Grants & Program Funding						9,000							9,000
Total Budgeted Income	10,317	14,672	4,462	12,872	6,866	100,256	9,561	9,561	8,616	872	5,912	4,772	188,740
Operational Expense Projections													
Annual Licensing, Memberships & Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Education Program	2,750	2,750	2,750	3,200	3,200	4,750				2,750	2,750	2,750	27,650
Public Program Salaries & Wages	7,032	7,032	7,032	7,032	7,032	10,765	10,765	10,765	7,032	7,032	7,032	7,032	95,582
Program Supplies expenses	5	5	5	5	3,995	4,750	3,995	7,995	7,995	4,005	3,760	5	36,523
Exhibit Expense	-	2,100	1,500		4,500	4,500				1,500	1,500	1,500	17,100
Selling Expense	980	1,960	1,960	2,000	2,000	2,000	2,000	2,000					14,900
Internet for Gallery Programs (50%)	200	200	200	200	200	200	200	200	200	200	200	200	2,400
PR & Marketing (Including Tech Support)	1,938	1,240	2,680	5,920	3,760	1,559	2,880	3,720	1,280	1,380	1,380	1,380	29,117
Total Budgeted Public Programming Expense	12,905	15,287	16,127	18,357	24,687	28,525	19,841	24,681	16,507	16,867	16,622	12,867	223,272
Operational Savings (Loss)	(2,588)	(615)	(11,665)	(5,485)	(17,821)	71,732	(10,280)	(15,120)	(7,891)	(15,995)	(10,710)	(8,095)	(34,532)
Cumulative Effect Savings(Loss)	(2,588)	(3,203)	(14,868)	(20,353)	(38,173)	33,558	23,278	8,158	267	(15,727)	(26,437)	(34,532)	(34,532)

The Robert Bateman Centre Budget

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updated: 11-May-15

Donations, Pledges & Admin

The Robert Bateman Centre

Revised Budget 2015

Income Projections

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Unrestricted Donations & Pledges	50,526			3,500		20,000			5,000			2,000	81,026
Restricted Donations & Pledges			160,000										
Non-Receipted Donations	100	300	300	80	100	100	100	100	80	80	80	100	1,520
Other Income			37,475			10,000							47,475
Total Budgeted Income	50,626	300	197,775	3,580	100	30,100	100	100	5,080	80	80	2,100	130,021

Administrative Expense Projections

Management & Admin Salaries assigned	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	52,236
Business Development	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Office Expenses	705	100	100	350	100	100	350	100	100	350	200	200	2,755
Utilities (Internet, Hydro, Telephone, Insurance, Secu	800	800	800	100	100	50	25	25	25	25	25	25	2,800
Software & Tech Support (Rich, Microsoft, Quickbool	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Janitorial/Repairs & Bldg Maintenance	314	314	314	-	-	-	-	-	-	-	-	-	942
Shipping & Courier	50	50	50	50	50	50	50	50	50	50	50	50	600
Travel & Entertainment	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Professional Fees: Audit, Legal, Other)					10,000	2,000			2,000			2,000	16,000
Total Budgeted Administrative Expenses	6,772	6,167	6,167	5,403	15,153	7,103	5,328	5,078	7,078	5,328	5,178	7,178	81,933

The Robert Bateman Centre Budget

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Public Programming

Project	Target Program Revenues	Excess Funds over Expenses	Setup Expenses	Advertising	Staffing (added to salaries/ wages)	Supplies	Special exp	total Exp, less staffing
Community Outreach	-	(63)	63	-	720	-	-	63
Corks & Canvas	29,970	10,020	1,800	-	1,950	4,650	13,500	19,950
Group Tours	3,800	3,800	-	-	1,160	-	-	-
Art & Nature	2,280	770	-	-	110	-	1,510	1,510
Living Walls	-	-	-	-	-	-	-	-
Totals	36,050	14,527	1,863	-	3,940	4,650	15,010	21,523

ongoing
May through Sept
ongoing
50/50 in June & November

Note: The difference between totals in this worksheet summary and Public Programming & Exhibits Budget Summary is due to \$15,000 anticipated expense for new program approved May 8, 2015, "Living Walls".



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Threshold Housing Society

Mailing Address: 900 Vancouver Street, Victoria, BC, V8V 3V7

Contact Person: Mark Muldoon Email: admin@thresholdhousing.ca

Telephone: 250-383-8830 Website: thresholdhousing.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-26033

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 876673369R0001

Organization mission/mandate

Our Vision: – Greater Victoria's at-risk youth confidently fulfilling their potential.

Our Mission: - Threshold Housing Society helps at-risk youth attain self-reliance through long-term supportive transitional housing.

Our Mandate: - To offer safe, supportive, transitional housing for at-risk youth, and to facilitate access to opportunities for residents to enhance skills, develop self-sufficiency, contribute to their community, and to prevent the possibility of homelessness.

Brief history and role in benefitting residents of Greater Victoria

The Threshold Housing Society has been operating in the City of Victoria since 1992. It has housed approximately 400 at-risk youth of becoming homeless. The Society offers different housing options to youth depending on an individual's needs. Each housing program has a specific supervisory regime and a life-skill component. The Society receives about 140 referrals/year with about 30 beds or units available at any one time. As mentioned, one of Threshold's important roles in the community is to prevent youth from falling into adult homelessness and chronic poverty.

How many paid staff at organization? Full Time: **6** Part Time: **5**

How many volunteer staff at organization? **4** Total volunteer hours: **100**



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$637,300

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
MCFD	\$95,000	Semi-independent Housing Program Supervision and program costs
BC Housing 1	\$7,917	Housing maintenance costs
BC Housing 2	\$181,500	Rent Supplements for SHY Program and 1 Supervisor
Donations (2014-5)	\$97,864	SHY Programming/Life Skills/Weekend Supervisors
Grant Revenue (2014-15)	\$68,722	SHY Programming/Life Skills/Weekend Supervisors
Rental Income (2014-15)	\$86,584	Admin/Promotion/fundraising – Weekend & After-Hours Staff
Investment & Other Income (2014-15)	\$20,000	Insurance, taxes, property management

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Safe Housing for Youth Program (SHY)

Brief description of the project or program and why the grant is needed.

The summary of the 2015 report, "Youth Pathways: In and Out of Homelessness in the Capital Region by the Greater Victoria Coalition to End Homelessness, calls youth homelessness in the region "a crisis" with the picture being especially dire for youth 19 to 24. This accords with the federal picture that youth between 16 and 24 are the fastest growing segment of the homeless population nationally. Threshold Housing Society's Safe Housing for Youth (SHY) Program houses youth at risk of becoming homeless between the ages of 16 and 24. Using a scattered housing model, Threshold finds and leases appropriate rental units in the Victoria region for youth who are assessed as being able to live alone. Such units are found by working with both subsidized housing providers and market-value landlords.

Our referral sources are varied with many youth coming through the BC Ministry of Children and Family Development, various First Nations child and family agencies, high-school counsellors, youth-outreach agencies in the community, parents and self-referrals.

Of all agencies operating in the City of Victoria, Threshold is the only one that houses youth between 16 and up to 24 in order to catch the large number of youth who age out of foster care. Recent BC statistics show that 40-45% of youth in care end up on the street in two years after being aged out on their 19th birthday.

The need for this grant is to assist the SHY program in increasing its capacity to house more youth by 12 in the coming year. The success of this program is based on supervision of youth who may have little experience living independently and the life-skills to do so. This is why 56% of the requested funding will go toward supervision and life-skills. While BC Housing has supplied funding for rent supplements, the housed-youth cannot be left without supervision and programming.



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Does this project or program impact public space? ☒ Yes ☐ No

Youth that do not find adequate housing often choose the simplest option which would be public spaces like parks.

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

In three specific areas of the Strategic Plan (Objectives 2, 6, 7), youth are identified as being of significance importance with regard to engagement and housing. Of these two youth priorities, housing is primary since positive youth engagement cannot take place until a youth feels safe and has the basis from which to connect with the community.

Objective 6: Make Victoria More Affordable – calls for increasing the range of affordable housing for youth. This is an important objective in that any municipality that attempts to combat homelessness must take concrete steps to prevent it from happening which means addressing youth homelessness. Many municipalities have already forged plans to end youth homelessness by a certain year as part of a larger strategy to either lower or eradicate adult homelessness. The SHY program is designed to find willing landlord partners to help Threshold Housing find suitable units for youth able to live independent but with support.

Objective 7: Facilitate Social Inclusion and Community Wellness – several actions and outcomes deal with ending chronic homelessness and increasing low-cost housing. This is also a central objective of the SHY program. At-risk youth are a marginalized segment of our community that are both invisible and voiceless. A community cannot be “well” when this many youth are living precariously as they are and yet expected to be a contributing member of the community. Safe Housing, mentoring, and life-skills as provided by SHY give at-risk youth the opportunity to avoid homelessness, criminal involvement, and being a burden on social systems.

Objective 2: Engage and Empower the Community – all youth are a vital component of our community that bring energy, ideas and vision to bear upon the common good. At-risk youth have energy, ideas and vision too, regardless of their difficult pasts. Being homeless or precariously-housed marginalizes people and hence they feel disengaged from their friends, neighbourhood, and city. Safe housing is the key factor in making a marginalized person part of the community; it takes an address, a telephone number, and neighbours. In giving such opportunities today to vulnerable youth, the community will thrive tomorrow.



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How many will benefit from the project or program? 30-40 at-risk youth Percentage of Greater Victoria Residents?* _____%

* this is a difficult question to answer if the "social fall-out" of homeless youth is taken into account and the general impact on pedestrians, shop-owners, the police, social workers, hospital workers etc.

Who is your target audience? Unaccompanied youth leaving foster care; youth under MCFD care, youth experiencing homelessness due to abandonment, abuse or escaping negative environments.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application. *see the attached budget below*

What is the project or program: Total Cost: \$157,454 Amount Requested: \$12,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$14,314

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Housing	Heidi Hartman	250-978-2923	\$70,000 (Supervisory Position only) (C)

☐ Grants

Organization Name	Contact Person	Phone Number	Amount
TELUS	Kathy Baan	250.388.8150	\$10,000 (C)
Coast Capital Savings	Maureen Young	250-483-8779	\$20,000 (C)
Victoria Foundation	Carol Hall	250.381.5532	\$10,640 (Uc)
Vandekerkhove Foundation	n/a	alacanastu@aktiv.com	\$20,000 (Uc)

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Threshold Housing Society	Mark Muldoon	250-383-8830	\$14,314

Grand Total of Other Funding Sources \$ 144,954



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

In the coming year, The SHY program hopes to house at least 12 more at-risk youth. If the necessary funding is not achieved, the program will simply be unable to house as many youth at risk of becoming homeless in the Victoria. The result is that youth at risk of becoming homeless will have to find alternative options to the safe housing the SHY program provides. The fact that Victoria suffers from a very low vacancy rate for affordable units and there is a growing number of youth in need, the risk factor for youth to fall into poverty and eventually homelessness increases.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: July 31, 2016

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
August 1 – October 2015	Search for appropriate housing rental opportunities
November 1, 2015 - January 31, 2016	Orientation of youth to transitional housing and assessing needs
February 1 to April 30, 2016	Life-skills building and programming through external agencies
May 1 to July 31, 2016	Assessment of stabilization in transitional housing and re-assessment of needs

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5-6 Total volunteer hours required: 100

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other - Promotional Print material | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Executive Director

Name: Mark Muldoon

Date: June 22, 2015

Threshold SHY Program Expenditures 2015-2016	Expenses	Amount Requested from City of Victoria	Amount from other Sources	Project Expenditures Total
Staffing				
<u>SHY Program Supervisor:</u> 1 FTE \$22/hrx37.5hrs/wkx52wks <u>Supervisor & Life-Skills Facilitator:</u> 1 FTE \$22/hrx37.5hrs/wkx52wks <u>Supervisor:</u> 1PTE \$20/hrx20/wk/52wks	\$ 106,600	\$ 7,000	Coast Capital Grant (confirmed): \$20,000 Victoria Foundation: (unconfirmed): \$8,440 BC Housing (confirmed): \$70,000 * Telus Community Grant (confirmed) \$1,160	\$ 106,600
Transportation				
<u>Mileage</u> 2 x \$100/monthx12months=\$2,400 1 x \$60/monthx12months=\$720	\$ 3,120	\$ -	Telus Community Grant (confirmed): \$3,120	\$ 3,120
Equipment				
<u>Initial set-up of units for youth</u> 12x\$150ea = \$1,800 <u>3 cell phones charges; 12x\$70 = \$2,520</u> <u>Office equipment:</u> \$1,500 <u>Evaluation software:</u> \$500 <u>Promotion:</u> \$900	\$ 7,220	\$ 1,500	Telus Community Grant (confirmed): \$5,720	\$ 7,220
Rent/Utilities/other				
Youth Crisis Fund	\$ 7,000	\$ -	Victoria Foundation: (unconfirmed): \$2,200	
Office rental and life-skills work-space	\$ 19,200	\$ 4,000	Vanderkerkove (unconfirmed): \$20,000.	\$ 26,200
Subtotal:	\$ 143,140	\$ 12,500		\$ 143,140
Administrative costs10%	\$ 14,314	\$ -	Individual Donations (confirmed) \$14,314	\$ 14,314
TOTAL:	\$ 157,454	\$ 12,500		\$ 157,454

* Does not include rent supplements provided to market value landlords through BC Housing *Homeless Prevention Program*

Canada Revenue Agency
Agence du revenu
du Canada[Charities and Giving](#) > [Charities Listings](#) > Search

Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

THRESHOLD HOUSING SOCIETY

BN/Registration Number: 876673369RR0001

Charity status: Registered

Effective date of status: 1997-04-01

[Sanction:](#) N/A

Language of Correspondence: English

Designation Description: Charitable organization

Charity type: Welfare

Category: Welfare Organizations - not elsewhere classified

Address: 900 VANCOUVER ST.

City: VICTORIA

Province/Territory/Other: BRITISH COLUMBIA

Country: [CA](#)

Postal code/Zip code: V8V3V7

Charity Email Address: ADMIN@THRESHOLDHOUSING.CA

Charity Web site Address: WWW.THRESHOLDHOUSING.CA

Registered Charity Information Return: [T3010 Return](#)

Links to Web sites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-GoC sites that are not subject to the *Official Languages Act* and to which the CRA links, may be available only in the language(s) used by the sites in question.

[New search](#)

Date Modified: 2014-07-30

2014 Annual Report

Incorporation Number: S-0026033

THRESHOLD HOUSING SOCIETY
900 VANCOUVER STREET
VICTORIA BC V8V 3V7

FILE ONLINE NOW



To file your BC Society Annual Report immediately, go to:

www.bcregistryservices.gov.bc.ca

and use **ACCESS CODE: 133464420.**



Complete this section if submitting by mail.

Annual Reports submitted by mail may take up to eight weeks to be filed.

PLEASE PRINT CLEARLY.

1. Annual General Meeting Date

Date your Annual General Meeting was held: 2014 09 27
(YYYY/MM/DD)

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.
NO MEETING HELD cannot be submitted for the current year until the year is over.

2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates

Physical Address Required. (Post Office Box alone will not be accepted.) **Mailing Address** (If different from physical address)

900 VANCOUVER STREET, VICTORIA BC V8V 3V7

900 VANCOUVER STREET, VICTORIA BC V8V 3V7

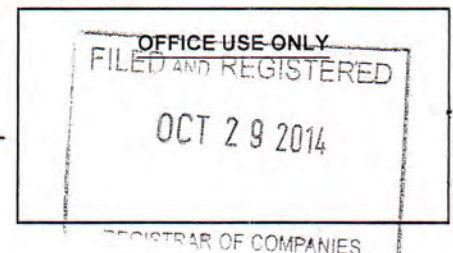
Enter new physical address if it has changed.

Enter new mailing address if it has changed.

3. Society Email Address

admin@thresholdhousing.ca

Update email address if it has changed. Email address may be used as a contact for this form.



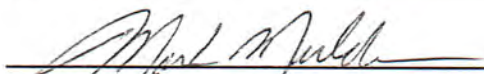
Society Directors

- Directors listed below cannot be changed if no meeting was held.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Anholt	Dennis	1926 WOODLEY RD, VICTORIA BC	V8P 1K3
Barry	Linda	924A RICHMOND AV, VICTORIA BC	V8X 3Z3
Dhillon	Sean	1105 - 242 MARY ST, VICTORIA BC	V9A 3V9
Fjeldstad	Noraye	659 BAXTER AVENUE, VICTORIA BC	V8Z 2H1
Horner	Shannon	616 PINE ST, VICTORIA BC	V9A 2Z8
Lefsrud	David	4222 LYNNFIELD CRES, VICTORIA BC	V8N 5C7
Linguanti	Frances	402 - 1037 RICHARDSON ST, VICTORIA BC	V8V 3C6
Mcleod	Scott	640 GRIFFITHS STREET, VICTORIA BC	V9A 3E2
Shepherd	Michael	1650 SHERIDAN AVE, VICTORIA BC	V8P 3B3
Vandyke	Pieta	1105 - 620 TORONTO ST, VICTORIA BC	V8V 1P7



5. Signature


Sign here. I certify that this information is accurate and complete.

2014 10 02
Date Signed (YYYY/MM/DD)

6. Return Form and Fee to BC Registry Services

Mailing Address:

PO Box 9431 Stn Prov Govt, Victoria BC, V8W 9V3

Physical Address:

2nd floor, 940 Blanshard Street, Victoria BC, V8W 3E6

Questions? Call 1 877 526-1526

Need help completing this form? Go to www.bcregistryservices.gov.bc.ca for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation number S-0026033 on the cheque.

- ☒ **Checklist if Submitting by Mail:**
- ☐ \$25.00 Annual Report filing fee included.
 - ☐ \$15.00 An additional fee is required if address updated within section 2, for a total fee of \$40.00.
 - ☐ All data provided: Annual General Meeting date. Registered office address and director updates made if required.
 - ☐ Form signed.



BC Registry
Services

SOCIETY
NOTICE OF CHANGES IN DIRECTORS
OTHER THAN AT AN
ANNUAL GENERAL MEETING
Section 24 *SOCIETY ACT* Form 7
Filing Fee: \$15.00.

Telephone: 1 877 526-1526

Mailing Address: PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3Location: 200 - 940 Blanshard Street
Victoria BC V8W 3E6**INSTRUCTIONS:**

1. Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard. Attach an additional sheet if more space is required.
2. In Box A, enter the exact name of the society as shown on the Certificate of Incorporation or Change of Name.
3. In Box B, enter the Incorporation Number. This number is shown on the top right-hand corner of the Certificate of Incorporation.
4. In Box C, enter the date of change of directors.
5. In Box D, enter the last name, first name, and any initials of the new directors as appointed. Enter the residential address. The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the director.
6. In Box E enter the last name, first name and any initials of the persons who have ceased to be directors.
7. If changes occurred on more than one date, you must complete a separate Notice of Changes in Directors form for each date.
8. An individual who has ceased being a director cannot sign this form.
9. **Filing Fee: \$15.00.** Submit this form with a cheque or money order payable to the Minister of Finance.

B CERTIFICATE OF INCORPORATION NUMBER

S-26033

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FOIPPA) - Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

A FULL NAME OF SOCIETY

Threshold Housing Society

C DATE OF CHANGE OF DIRECTORS

YYYY / MM / DD

2014/09/27

D Full names of new directors appointed:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)	RESIDENTIAL ADDRESS (INCLUDE POSTAL CODE)
Martin	Carol	1874 Hillcrest Ave, Victoria, BC V8N 6C9
Denley	Julia	2810 Somass Drive Victoria BC

E Full names of persons who have ceased to be directors:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)
Hoffman	Joan
Horner	Shannon

F CERTIFIED CORRECT - I have read this form and found it to be correct.

Signature of a current Director, Officer, or Society Solicitor

[Signature]

DATE SIGNED

YYYY MM DD
2014 11 18

REG 775 / Rev. 2013 / 11 / 01

REGISTRIES
940 BLANSHARD ST V8W3E6
VICTORIA BC
22108399

11-18-2014 11:44:13
Acct # 11111111111111111111 C
Exp Date 11/11 Card Type MC
Name: MARK S MULDOON
A0000000041010 MASTERCARD

Trace # 120001
FS2210839901
Auth # 018575 RRN 001597001

Total \$15.00

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy



Threshold Housing Society 2014 Annual Report

Saturday, September 27, 2014, 2:00pm
Saint John the Divine, Lower Lounge

AGENDA

General Welcome to Members and Guests - *Dennis Anholt, President*

Welcome to the Honourable Judge Ted Hughes - *Michael Shepherd, Director*

An informal chat on the State of Children and Youth in Care across the Country with an Emphasis on the Over-Representation of Aboriginal Children – *Judge Ted Hughes*

Social interlude: woodwind trio from the Greater Victoria Youth Orchestra –
Thomas Law on flute; Patrick Conley on oboe; Eric Boulter on bassoon

AGM Business

Confirmation of Quorum

Approval of Agenda

Approval of 2013 AGM Minutes

President's Report – *Dennis Anholt*

Questions and Discussion

Treasurer's Report – *Linda Barry*

Questions and Discussion

Executive Director's Report – *Mark Muldoon*

Questions and Discussion

Other Business

Election of Directors
Appointment of Auditor
Approval of 2014-2015 Minutes

Adjournment



CHARTERED
ACCOUNTANTS

Independent Auditor's Report

To: The Members of of Threshold Housing Society

Report on Financial Statements

We have audited the accompanying financial statements of Threshold Housing Society, which comprise the statement of financial position as at March 31, 2014 and the statements of operations and changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Threshold Housing Society as at March 31, 2014 and the results of its operations and changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matters

The comparative figures for the year ended March 31, 2014 are unaudited.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Chartered Accountants

Victoria, BC
September 10, 2014

202-4430 CHATTERTON WAY, VICTORIA, BC V8X 5J2 | T 250.220.7311 | F 250.479.2124 | WWW.DDWICA.CO

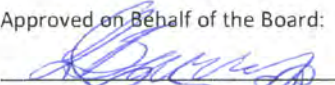

MICHAEL DICKSON, BCom CA | JAS DUSANJ, BCom CA | RYAN WIRK, BCom CA | Incorporated Partners

Threshold Housing Society**Statement of Financial Position**

As at March 31, 2014 with comparative figures for 2013

	2014 \$	(Unaudited) 2013 \$
Assets		
Cash	203,377	132,235
Investments (Note 3)	161,131	152,354
Accounts receivable	544,188	2,695
Government remittances receivable	2,089	2,176
Prepaid expenses	3,308	3,167
Land and building (Note 4)	-	553,850
Dr. Ferguson Trust (Note 5)	78,561	66,165
St. Francis Bursary Fund (Note 5)	112,562	94,809
Total assets	1,105,216	1,007,451
Liabilities		
Payables and other liabilities	8,820	3,966
Deferred grant revenue (Note 6)	-	1,000
Total liabilities	8,820	4,966
Net Assets		
Invested in land and building (Note 7)	-	553,850
Externally restricted funds (Note 5)	191,123	160,974
Contingency fund	80,000	80,000
Unrestricted	825,273	207,661
Total net assets	1,096,396	1,002,485
Total liabilities and net assets	1,105,216	1,007,451

Approved on Behalf of the Board:

 Director
 Director

The accompanying notes are an integral part of these financial statements

Threshold Housing Society**Statement of Operations**

Year ended March 31, 2014 with comparative figures for 2013	(Unaudited)	
	2014	2013
	\$	\$
Revenue		
Donations	55,092	52,401
BC Housing	5,520	5,520
Ministry of Children & Family Development	95,036	95,036
Grants	144,735	74,235
Fundraising	7,153	4,380
Investment revenue	12,643	22,863
Rental income	29,709	32,225
Unrealized gain on investments	38,867	7,891
(Loss) on disposal of land and building	(2,430)	-
Westall House rental income	18,024	38,025
SHY program rental income	50,522	16,200
Bequests	14,614	45,000
Other revenue	26,533	1,818
	<u>496,018</u>	<u>395,594</u>
Expenses		
Accounting and legal	6,898	5,489
Advertising and promotion	1,926	3,152
Amortization	7,087	7,383
Conferences and workshops	1,550	626
Dues and memberships	215	245
Fundraising	558	499
House repairs and maintenance	5,789	2,102
House salaries and benefits	181,200	139,588
House supplies	3,341	2,365
House utilities	11,484	4,183
Insurance	6,572	3,551
Life Skills Program	5,916	4,201
Office rent	3,337	1,750
Office supplies	3,153	2,224
Salaries and benefits - administration	79,454	71,621
SHY expenses	59,734	17,029
Telephone and fax	4,144	3,455
Travel and meetings	3,194	3,160
Westall house expenses	16,555	16,914
	<u>402,107</u>	<u>289,537</u>
Excess revenue over expenses for the year	<u><u>93,911</u></u>	<u><u>106,057</u></u>

The accompanying notes are an integral part of these financial statements

Janet Hawkins

From: Mark Muldoon <admin@thresholdhousing.ca>
Sent: Friday, Jul 17, 2015 2:30 PM
To: Public Hearings
Subject: RE: Threshold Response_2015 Strategic Grant Question regarding submission to Victoria Council

Hi Christine,

Here is the response to the Special GPC meeting question below:

Q: Clarify the August 1, 2015 milestone to search for appropriate rental opportunities; does that mean private sector landlords? More detail is needed.

A: One of the 2015-16 milestones is to house at least 12 more at-risk youth in the Safe Housing for Youth (SHY) program for up to 24 months as we ready them for independence. Given our funding stream with BC Housing for rent supplements, Threshold must seek leasing agreements with market-value (private-sector) landlords in the city. Our specifications for units is high in the sense that we must ensure safety, cleanliness and landlord integrity. We are happy to be working with [Landlord BC](#). This month, we have already made leasing arrangements for 2 units with AGB Properties in the James Bay area. The SHY program holds leasing arrangements with various subsidized housing providers in the area, but sadly provincial rent supplements are not applicable for such units.

If the above response is not clear, and requires further clarification, please do not hesitate to contact me at once.

Kindest regards,
Mark

Mark Muldoon
Executive Director
Threshold Housing Society
250-383-8830
admin@thresholdhousing.ca
www.thresholdhousing.ca



Threshold Housing Society - Youth achieving independence through safe, supportive housing solutions

Note: This message is intended only for the use of the individual or entity to whom it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone (250-383-8830) or electronically by return message, and delete or destroy all copies of this communication. Thank you.

From: Public Hearings [\[mailto:PublicHearings@victoria.ca\]](mailto:PublicHearings@victoria.ca)
Sent: July 16, 2015 3:53 PM
To: 'admin@thresholdhousing.ca'
Subject: Question regarding your grant submission to Victoria Council

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Threshold Housing Society

1. Clarify the August 1, 2015 milestone to search for appropriate rental opportunities; does that mean private sector landlords? More detail is needed.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Umbrella Society for Addictions and Mental Health

Mailing Address: 901 Kings Road Victoria, BC V8T 1W5

Contact Person: Gordon Harper Email: Gordon@umbrellasociety.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? x Yes ☐ No Society Registration Number: S-42356

Are you a registered Charity? x Yes ☐ No Charity Registration Number: BN 861867190 RR0001

Organization mission/mandate

Umbrella actively promotes understanding, acceptance and support for people affected by addiction and mental health issues through advocacy, education and other assistance.

Brief history and role in benefitting residents of Greater Victoria

Umbrella provides a range of timely supports to anyone for whom substance use has become a problem. We offer a no barrier program; accessible, inclusive and non-judgmental. Help is offered to everyone who seeks assistance, regardless of age, circumstance, background and any other demographic factor. Each year, Umbrella serves over 700 new clients seeking support for their own substance use, along with a significant number who first sought help during previous periods. Umbrella also helps family members

How many paid staff at organization? Full Time: 5 Part Time: 3

How many volunteer staff at organization? 2 Total volunteer hours: 8-12 hours weekly

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? Fiscal year ending December 31st, 2014, \$335,000

What other sources of funding do you receive and how is it used? Please see attached notes to budget

Source	Total Funding	Use
Island Health	\$82,000	Outreach Program (primarily wages, mileage)
United Way	\$85,000	Outreach Program (primarily wages, mileage)
BC Gaming	\$55,000	Outreach Program (primarily wages, mileage)
Children's Health Foundation	\$25,000	Outreach Program (primarily wages, mileage)
TELUS Community Fund	\$20,000	Outreach Program (primarily wages, mileage)



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Supportive Recovery Program

Brief description of the project or program and why the grant is needed.

On April 1, 2015, Umbrella assumed operation of Foundation House, an eleven bed supportive recovery house for men, located in Victoria. One of the many challenges faced by people in early recovery is finding a safe and supportive environment in which to live. Housing costs are high in Greater Victoria, and there is a very real shortage of affordable housing, especially housing that is free from drug use, disruption and violence. One solution to this problem is supportive recovery housing, staffed to ensure that the residents remain safe and focused on their individual recovery journeys. Umbrella staff immediately identified improvements to the streetscape that would benefit the neighborhood, along with opportunities for learning and community connection. We plan to replace the utilitarian but damaged chain link fence with an attractive gated fence around the perimeter of the house, plant grass in the backyard, and build raised garden beds in which the residents can grow herbs and vegetables. It's important that the men become aware of food security issues as they plant, nurture, and eat food that they have grown with their own hands. Umbrella recognizes the importance of connection with people, nature and animals. Residents recently adopted an abused rescue dog from a high kill shelter; dog and men have helped each other to recover. Cali is now an integral part of the house and has bonded with residents, staff and the neighbours. We're amazed at the benefits from this connection, and wish to provide a grassed, fenced area for her.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empower the Community: At any given moment, 30 to 40% of Foundation House residents are First Nations. Residents live in a supportive communal environment, sharing chores, cooking and eating meals together. There is a sense of community and belonging among the men as they work toward a common goal: sobriety and recovery. The garden project would empower the residents and lead others toward beginning starting community gardens or food share systems. Facilitate Social Inclusion and Community Wellness: The improved streetscape will contribute to an increased sense of community. Therapeutic benefits of gardening are well known, and the garden project will enhance the quality of life and improve the health of house residents. Foundation House itself addresses, in some small way, issues of chronic homelessness faced by the City of Victoria. Enhance and Steward Public Spaces, Green Spaces and Food Systems: This project will achieve the stated objective of increased food cultivation on private land, and inspire others to increase green space and explore the potential of a community garden in the future.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How many will benefit from the project or program? 11 residents at any given moment, up to 40 people annually

Percentage of Greater Victoria Residents? <1%

Who is your target audience? Men who are working hard to recover from substance use issues, neighbours, and the larger community

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$14,000 Amount Requested \$11,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$1600 plus staff time of an additional \$1400

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Umbrella Society	Gordon Harper	250.217.0355	\$1400

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
Donations from generous community members	Gordon Harper	250.217.0355	\$1600

Grand Total of Other Funding Sources \$ 3000

Partial funding may be available. Will the project occur without full funding by the grant? x Yes ☐ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Depending upon the level of partial funding available, we would select elements of our project, as we would not be able to complete all of them.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1 To: August 31

Project or program location: 512 Cecelia Road – Foundation House

Project or program timeline and major milestones.

Date	Milestone
July 23	Receive grant notification
July 24-30	Measure, order and purchase supplies
August 1	Begin building fence and prepping grass area
August 15	Complete grass portion
August 16	Begin vegetable garden
August 31	Fence, garden and grass are all complete

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 11 Total volunteer hours required: 40

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website
☒ Social Media
☐ Sponsor Plaque
☐ Other _____
- ☐ Newspaper Advertisement
☒ Newsletter
☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Signature: _____

Gordon Harper

Position: _____

Executive Director

Name: _____

Gordon Harper

Date: _____

25 June 2015

Cost to Install a Wood Privacy Fence June 25th 2015**Wood Privacy Fence Installation with Garbage bin closure and gate.**250
Linear
Feet

Item	Quantity	High
Wood Privacy Fencing Cost	265 linear feet	\$4,045.80
Non-discounted retail cost for common, mid-grade wood fence. Quantity includes typical waste overage, sufficient material for future repairs and delivery within 25 miles		
Wood Privacy Fencing Labor	65.8 hrs	\$2,529.90
Direct labor expenses to install wood privacy fence and garbage bin enclosed area with gate. Includes planning, job equipment and material acquisition, area preparation, setup and cleanup and removal and disposing of the old fence.		
Wood Privacy Fencing Job Materials and Supplies	250 linear feet	\$392.38
Cost of supplies that may be required to install wood privacy fence including: fasteners, post concrete and connectors.		
Wood Privacy Fencing Equipment Allowance		\$100.50
Job related costs of specialty equipment used for job quality and efficiency, including: 8" diameter post hole auger, 12" miter saw, pneumatic nailer and portable concrete mixer.		
Totals - Cost to Install Wood Privacy Fence - 250 linear feet		\$7,068.58
Average Cost Per Linear Foot		\$28.27

Estimate for 4 raised Vegetable Garden Beds

1- Raised Cedar Garden Beds with Trellis: 34"x95"x80" - 10"D Lumber, screws and wiring \$450.00

4 Raised Garden Beds @ \$450.00 = \$1800.00

4 Yards of 50/50 Mix Screened Topsoil & Organic Compost = \$ 274.05

Cost of assorted vegetables planted \$435.00

- Tomatoes—5 plants staked
- Zucchini squash—4 plants
- Peppers—6 plants
- Cabbage
- Bush beans
- Lettuce, leaf and/or Bibb
- Beets
- Carrots
- Chard
- Radishes
- Corn
- Beans
- Marigolds to discourage rabbits!

16 hours of labor @ \$28.00 x 2 per hour = \$896.00

Delivery = \$138.00

Total including materials, labour and delivery = \$3543.05

Item	Quantity	
Sod Cost	548 square feet	\$335.16
Non-discounted retail cost for common, mid-grade lawn sod. Quantity includes typical waste overage, sufficient material for future repairs and delivery within 25 miles		
Sod Labor	13.7 hrs	\$1,203.85
Direct labor expenses to install sod. Includes planning, job equipment and material acquisition, area preparation, setup and cleanup.		
Sod Job Materials and Supplies	500 square feet	\$22.61
Cost of supplies that may be required to install sod including: soil amendments and planting fertilizers.		
Sod Equipment Allowance		\$58.50
Job related costs of specialty equipment used for job quality and efficiency, including: power rototiller, walk behind sod roller, landscaping rake, and wheel barrow(s)..		
<hr/>		
Totals - Cost to Install Sod - 500 square feet		\$1,620.12
Average Cost Per Square Foot		\$2.95

Umbrella Society for Addictions and Mental Health

1. Provide clarity regarding the raising of the house and did this renovation provide the six new rooms?

To the best of our knowledge, the house was renovated five or six years ago by the owners, the previous operators. We don't really know if the previous basement was more than a crawl space. We do know that raising the house did provide the space for six bedrooms, two shower/bathrooms, and a laundry room. Also included in the renovation was a new electrical service, on-demand hot water and a new furnace, along with some seismic upgrading - the structure is now bolted to the foundation.

2. Will the labour required for the new fencing and other garden construction be resourced through residents of the home?

Some residents work full-time, and some are attending school full-time, but there is interest among some of the remaining residents in taking part in the project. There are strong ethical considerations at play here, so if residents are employed on the project, their compensation will be at close to market rate, and WorkSafeBC premiums will be paid on their behalf.

There is a substantial waiting list to get into Foundation House. We do not wish to have to address the perception that those selected to be residents had somehow been coerced into doing more than the most very basic of household chores as a condition of their tenancy.

3. Have you investigated whether the materials and supplies required for the construction can be donated?

We have not begun to explore that idea yet, but we do commit to doing so if our request for funding is successful. Whether or not a building supply centre will provide anything at no cost remains to be seen, but we expect that we can access a substantially discounted contractor's rate.



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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Brain Injury Society

Mailing Address: Units D & E, 830 Pembroke Street, Victoria, BC V8T1H9

Contact Person: Krisi Spinoza

Email: ed@vbis.ca

Telephone: 250 598 9339

Website: www.vbis.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0018491

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 122452121RR 0001

Organization mission/mandate

Victoria Brain Injury Society's mission is to support, educate, and advocate for individuals with acquired brain injuries and their families; and to increase community awareness about acquired brain injuries. We provide several levels of support, including counseling, case management, peer support, volunteering, creative arts and music therapy programs, and coping strategies programs. We also provide educational workshops and training to the broader community.

Brief history and role in benefitting residents of Greater Victoria

Victoria Brain Injury Society (VBIS) was established in 1983 in order to provide community based support to brain injury survivors and their families. Since that time demand for our services has grown and we now provide information, education and support to over 50 brain injury survivors and their families each week. This support helps individuals understand their brain injury, develop coping strategies for the challenges they face, advocates on their behalf to ensure that they receive financial support, assists clients in finding safe secure housing that meets their needs, prevents homelessness by working with housing providers and clients to develop support systems, supports those who struggle with addiction as well as brain injury and support survivors in finding meaningful employment, education and volunteer opportunities. Perhaps most importantly, we offer survivors a place where people 'get it'; staff, volunteers and clients work to provide an environment where survivors strengths are recognized and their challenges are met with compassion and understanding. As one survivor, Mike, described VBIS "it's a refuge from the storm", he describes how VBIS plays a vital role in providing hope and keeping him centred while he adjusts to life with his 'new brain'.

How many paid staff at organization? Full Time: 2

Part Time: 9

How many volunteer staff at organization? 89

Total volunteer hours: 3523.5



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$365,661

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Brain injury Program	\$136,886.40	One-to-one case management for clients with brain injury, educational programs for clients with brain injury.
Grants including United Way, BC Community Gaming, Coast Capital	Approximately \$115,000.00	Specific programs such as Youth Supporting Youth, Volunteer Support, Creative Arts, Music
Donations and fundraising	Approximately \$106,325.00	Rent, insurance, phone and IT costs, program costs, increasing the number of one-to-one case management hours available to support clients.
Other – advertising revenue from our newsletter, funding for specific clients from ICBC, etc.	Approximately \$7,449.60	Rent, insurance, phone and IT costs, program costs, increasing the number of one-to-one case management hours available to support clients.

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Support²: Supporting the Supporters. Help for Family and Friends of Brain Injury Survivors**

Brief description of the project or program and why the grant is needed.

When someone in your immediate circle - parent, child, sibling, friend - has experienced a brain injury, other people's roles shift to accommodate the needs of the injured person. Recovery from a brain injury is measured in years, not days and most of this recovery takes place in the community and focuses on adjusting socially, emotionally and financially from the injury. Often a brain injury survivor is no longer able to work, drive, help with homework, cook or handle complex relationship issues. Family and friends that are offering support can feel overwhelmed: children find themselves carrying adult responsibilities; co-parents take on full responsibility for parenting, parents of adult children have to care for their adult child, partners have to develop an understanding of complex and extreme emotional reactions, friends support the survivor in socializing.

An often quoted statistic is that 85% of brain injury survivors eventually lose their families if the proper supports are not put in place. This isolation can lead to depression, addiction, loss of housing and worsening of the individual's situation. A study in Toronto found that 53% of the homeless population had experienced a brain injury and of these individuals 72% had experienced that brain injury shortly prior to becoming homeless. We know that family and friends play a key role in ensuring that homelessness, addiction and hopelessness are not the consequences of brain injury. Furthermore, we understand that it is often those families that are most the vulnerable and the most marginalized that are most at risk of experiencing brain injury and suffering negative consequences as a result of the injury.

We want to support family and friends to ensure they are able to continue to offer understanding, compassion and support to the survivor. When family and friends feel supported, they in turn are able to offer that support to their loved one. Family members and close friends that are offering support need help to understand the impact of the injury and to help them rebuild their relationship with the brain injury survivor. Challenges facing family and close friends can include changes in household circumstances including income level, housing etc; changes in the survivor's physical abilities; changes that impact on relationships including changes to emotional lability, sex drive, processing and executive functions; difficulties socializing due to sensitivity to sound and light amongst other challenges; all these and other challenges mean family members and friends report having to get used to the 'new' person in their life.

The Support² project will provide a monthly support group at the hospital to offer general information on brain injury to those family members that have recently experienced a brain injury, monthly information workshops that are available to the whole community including family and friends, and personal support sessions that will be provided to those family and friends who require further support. The information sessions will ensure that families are empowered with knowledge and understanding of brain injury and the supports available to help them adapt to life with an individual who has a brain injury. There will be information about resources for practical support such as budgeting and finance as well as information about dealing with emotional issues. The one-to-one support sessions will



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allow case managers to work individually with families to provide follow-up help such as completing forms, identifying eligibility for benefits, identifying areas of challenge (eg co-parenting with someone with a brain injury) and looking at strategies to overcome these challenges (eg identifying areas of strength in parenting and dividing duties accordingly). By offering a continuum of service we hope to be able to support the families of brain injury survivors from the moment of the injury throughout the recovery process.

The goals of the project are:

- Family and friends supporting brain injury survivors are empowered with information about brain injury and relevant supports available.
- Family and friends supporting brain injury survivors have support to help them process any challenges they're experiencing.
- Family and friends are supported with practical issues such as securing appropriate housing or adaptations, accessing financial supports, etc.
- Family and friends have support to develop personalized strategies for coping with the changes that have occurred as a result of the acquired brain injury.

The outcome of the project is to prevent family breakdown, reduce isolation and increase the number of brain injury survivors and survivors' families that have a positive recovery from brain injury.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The Support² project supports the following Strategic Plan Objectives:

Engage and Empower the Community

This project will seek to engage and empower the family members and friends with information and awareness regarding brain injury and the resources that are available to help and support families facing the challenges of brain injury such as reduced income, adapting to life with a disabled family member, etc. The monthly information sessions will provide advice and information regarding finances, housing, understanding the brain, self-care and wellness for everyone in the family, and the social and emotional consequences of brain injury. Furthermore, the group will seek to share strategies that have worked for different families regarding common challenges such as co-parenting with someone that has challenges with multi-tasking or resolving conflict with individuals suffering from emotional lability, in this way families will empower each other and have their expertise honoured.

The information sessions will also engage the community in considering the impact of brain injury. One of the comments we often receive from people who provide information sessions is that they have learnt as much from the participants about brain injury as they were able to impart about their area of information. Our research also shows that offering information sessions attracts individuals who might not have otherwise sought VBIS services for fear of stigma regarding their ability to cope. Information sessions can often offer a neutral first point of contact from which to VBIS is able to build a supportive relationship with the families and friends of survivors. We find this vital as otherwise families will often wait until a situation is in crisis before reaching out for help.



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Create Prosperity through Economic Development

We will have a number of information sessions that provide advice and support on financial well-being and ensuring that families are aware of all the financial supports and help that are available. Furthermore, case managers are well-versed in assisting individuals with applying for financial assistance and working with individuals to develop realistic budgets that prevent the escalation of debt thus avoiding an additional burden placed on the families of brain injury survivors. This will support this strategic plan objectives by ensuring that household income does not decrease so markedly after a brain injury that the household is no longer able to function thus supporting the objective to increase median household income.

In addition, we know that when brain injury survivors receive the support they need throughout their recovery from family and friends they are more likely to be able to return to work thus further increasing the likelihood of an increase in the household's income level and again supporting this objective.

Facilitate Social Inclusion and Community Wellness

The community information sessions and one-to-one sessions will support families of brain injury survivors to consider their own well-being. We will host information sessions that look at self-care and one-to-one sessions will encourage the families of survivors to consider how to protect their own well-being and get the support they need. This will promote community wellness.

Additionally, the group sessions will allow the family and friends of survivors to meet each other, facilitating social inclusion and building community support networks. By hosting information sessions that are open and accessible, we hope to bring families from a wide socio-economic demographic together. While brain injury can affect all families, it is often those who were already vulnerable whose lives are impacted most by brain injury. Bringing families together can help expand people's networks, create shared understanding and help people interact with individuals that they might otherwise have never met thus facilitating social inclusion and preventing some of the isolation that can occur following brain injury.

Social inclusion will further be supported by letting the families of survivors know about the services that are available to brain injury survivors – for example by letting families know about recreation programs or peer support drop-in services they can help and encourage the brain injury survivor to access these services thus preventing the survivors from becoming isolated, facilitating social inclusion and offering families and friends some respite so they can also interact socially with friends and family without needing to be in 'caregiver mode'.

In conclusion, we believe the Support² project will support a number of the City of Victoria's Strategic Plan Objectives and offers the City of Victoria an excellent opportunity to show their support to brain injury survivors and their families.

How many will benefit from the project or program? 25 direct beneficiaries but supporting the supporters will provide benefits to other family members and the brain injury survivors.

Percentage of Greater Victoria Residents? 90%

Who is your target audience? The family and close support networks of brain injury survivors and their families.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$10,493.87 Amount Requested \$8,385.00

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 18%

How much is the organization contributing to this project or program? \$2,108.87

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
Victoria Brain Injury Society	Krissi Spinoza	250 598 9339	\$2,108.87

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$2,108.87

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive the full funding then we will offer a reduced number of information and one-to-one sessions. We believe it is vital to have both the group and one-to-one elements of the project available to families as together they provide cohesive support. Reduced funding will not impact the quality of the project but we will be able to offer support to fewer families.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: 830 Pembroke Street and Victoria General Hospital

Project or program timeline and major milestones.

Date	Milestone
July 2015	Plan speakers and information sessions for the project
	Book rooms at the hospital and promote the project to Social Workers and other staff working with brain injury survivors and their families
	Develop promotional materials for the project
	Inform community agency partners of the project
	Develop evaluation surveys for the groups sessions to identify the topics and areas that families feel have the most benefit
August 2015 – November 2015	Identify volunteers from among the VBIS cohort of volunteers who will be available to support the project with reminder phone calls to families, assistance with promotion and inputting evaluation surveys.
	Hold first 2 monthly sessions – one Pembroke Street and one at VGH
	Provide one-to-one support to families
December 2015	Continue promotion
	Hold 1 group session and provide one-to-one support to families
	Evaluate the project

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 24

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other – Posters regarding the program | |



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SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: Executive Director

Name: Krissi Spinoza

Date: 26 June 2015

City of Victoria
Project Budget - Support²
Victoria Brain Injury Society

Victoria City Council - 05 Aug 2015



Revenue

VBIS fundraising	\$2,108.87
City of Victoria	\$8,385.00

Sub-Total \$10,493.87

"In-Kind" Income:

Volunteer Labour	\$360.00
Total	\$10,853.87

Expense

Wages & Benefits	
<i>Program Facilitator (2 groups per month, 6 hours per group x 5 months)</i>	\$1,677.00

<i>Program Facilitator, Family support sessions (4 families for sessions a week for 24 weeks for 2.5 hours per session)</i>	\$6,708.00
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<i>Manager of Administration and Volunteer Coordinator 24 hours to support the promotion and evaluation of the project</i>	\$570.72
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Rent	\$1,000.00
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Phone and Internet (Utilities)	\$156.50
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Insurance	\$131.64
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Transportation Parking & Trans (mileage)	\$50.00
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Food expenses for the program	\$200.00
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Sub-Total \$10,493.87

"In-Kind" Expenses:

Volunteer Labour (Valued at \$15 per hour - 1 hours week to make reminder calls, assist with organization of sessions, etc)	\$360.00
---	----------

Total \$10,853.87



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2015 Strategic Plan Grant Application Form

How to Apply:

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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Micro Lending Society (CML)

Mailing Address: 202-2610 Douglas Street, Victoria, BC, V8T 4M1

Contact Person: Vu Ndlovu

Email: vu@communitymicrolending.ca

Telephone: 250.508.4605

Website: www.vcml.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? Yes

Society Registration Number: 55894

Are you a registered Charity? No

Charity Registration Number: _____

Organization mission/mandate

Community Micro Lending (CML) is a non-profit Society founded in 2009, serving Victoria and the Capital Regional District. The Society's mission is to help local people without access to traditional financing to start and grow their business, or to obtain training that will lead to employment, by matching them with local lenders and by providing ongoing capacity building and support.

Our goal is to create a more vibrant local economy where people can turn their passions and skills into meaningful employment while enriching themselves, their families, and their communities.

Brief history and role in benefitting residents of Greater Victoria

Our Loan & Mentorship program leads to the creation of sustainable livelihoods and encourages community economic development. We provided our first loan in March of 2010, and since then we have provided 29 loans totaling over \$126,000, all funded by 45 individuals in the community. We do not have a significant loan fund or pool of funds, rather, each loan is fully funded by members of the community through our innovative online peer-to-peer lending model. In March of 2013, we became Canada's first peer-to-peer lending website, allowing members of the community to read the profiles of approved loan applicants, select who they would like to lend to, and lend as little as \$500 to them online. When the borrowers repay their loan, we repay the lender. Our borrowers form a part of Victoria's business community, providing employment to other Victoria residents and leading sustainable livelihoods. We are aiming to make an additional 15 to 20 loans over the next year.

How many paid staff at organization? Full Time:

Part Time: 4

How many volunteer staff at organization? 30

Total volunteer hours: 60 hours per month



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$140,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
United Way	\$26,400	Training Loan Program
Coast Capital	\$15,000	Training Loan Program
Blue Heron Advisory Group	\$3,750	Loan and Mentorship Program
Donations & Events	\$30,000	Loan and Mentorship Program
Community Business Partners	\$20,000	Loan and Mentorship Program/Training Loan Program
Hartwig Industries	\$21,600	Loan and Mentorship Program/Training Loan Program

Has the organization filed for bankruptcy or currently seeking credit protection? No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Loan and Mentorship Program

Brief description of the project or program and why the grant is needed.

Community Micro Lending's Loan and Mentorship program helps local people without access to traditional financing to start and grow their business or by making loans of \$10,000 or less and providing ongoing capacity building and support. Each applicant is provided with one-on-one business skills and budgeting training as they move through the application process. Every approved borrower is given ongoing support and is matched with a volunteer mentor who offers them guidance and advice as they start or expand their business. We have over 20 volunteer mentors. Each loan is fully funded by members of the community through our innovative online peer-to-peer lending model. The need in the community for Community Micro Lending's Loan and Mentorship Program is real. People with no credit history, with poor credit, and/or without collateral cannot access even the smallest amount of financing to start or expand a business. In Greater Victoria there is a wealth of social service agencies that provide support for people who are economically and otherwise marginalized. However, there are no organizations that provide micro-capital to these people for small business startup. The Loan and Mentorship program gives aspiring entrepreneurs access to the micro-capital and mentorship they need to successfully start or grow their businesses. By providing these loans and mentorship, the program leads to the creation of sustainable livelihoods, self-empowerment, prosperity, and community economic development

A grant from the City would allow us to continue to grow the program and provide more Victoria residents with the opportunity to create sustainable livelihoods and prosperity for themselves through self-employment.

Does this project or program impact public space? No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

Innovate and Lead
Create Prosperity through Economic Development



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Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

CML matches each borrower with local lenders, allowing people to invest directly in individuals in their own community. This initiative of investing directly in individuals is bold, timely, and innovative. And it's working. Over the past five years CML has helped over 350 people navigate the world of entrepreneurship and employment training and funded 29 loans. In 2015 the Society expanded its loan offerings to include training loans for newcomers to Canada who need skills or training to get a job. We're convinced that this is the kind of bold and innovative leadership that Greater Victoria would like to see. Furthermore, our loans help to create prosperity. A key part of the City's Strategic Plan Objective 5 (Create Prosperity through Economic Development) is to provide more support for small businesses and fill downtown vacancies. We see the support our Loan and Mentorship Program provides to small businesses as a critical tool in creating a vibrant, thriving small business sector in downtown Victoria. Our entrepreneur borrowers become successfully self-employed and many of them employ others as their businesses expand. Natalie received a \$4,000 loan from Community Micro Lending in January of 2011 to expand her restaurant, Stir It Up Foods, which was located in Fernwood Square. Having successfully expanded and having added 2 employees, Natalie repaid her loan in December 2013. Her business has continued to grow, and in February of this year she moved the restaurant to downtown Victoria, in Odeon Alley on Yates Street. Natalie's story a perfect illustration of prosperity through economic development – a growing small business moving to the downtown core, providing employment for local residents and creating prosperity for Natalie and her family.

How many will benefit from the project or program? 75

Percentage of Greater Victoria Residents? 75%

Who is your target audience? Victoria residents who want to start or grow business, but who don't have access to traditional credit or financing.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$79,050 Amount Requested \$9,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 18%

How much is the organization contributing to this project or program? \$30,000

Please indicate the funding sources for this application:

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Community Business Partners	Tina Stokvis	250.590.4515	\$10,000
Blue Heron Advisory Group	Graham Isenegger	250.361.2252	\$3,750
Fortis (pending approval)			\$15,000

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Hartwig Industries	Gerald Hartwig	250.475.2258	\$10,800

Grand Total of Other Funding Sources \$39,550



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Partial funding may be available. Will the project occur without full funding by the grant? Yes

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full we will not be able to grow the program as much as we intend to. This means we will not be able provide one-on-one business plan and budgeting training to as many applicants and will likely mean that we will no be able to increase the number loans we make over the next year.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: August 2016 _____

Project or program location: 202-2610 Douglas Street, Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
September 2015	Expand Outreach effort to attract more applicants
October 2015	Begin processing increased number of applications
August 2016	At least 15 entrepreneur loans dispersed to the wider Greater Victoria Community

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30

Total volunteer hours required: 60hrs per month_

Can the project or program occur without volunteer support? No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

Website
Social Media

Newsletter
Annual Report

Other: Public Speaking Engagements



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Victoria City Council - 05 Aug 2015
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SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

A handwritten signature in black ink, appearing to be "Vu Ndlovu".

Position: Executive Director

Name: Vu Ndlovu

Date: June 25th, 2015

Community Micro Lending - Loan and Mentorhsip Program

Loan & Mentorship Program Expenses	Total Expense	Amount Requested From City of Victoria
<i>Program Salaries and Benefits</i>		
Director Training and Entrepreneur Support (1/2 time)	\$31,200	\$3,500
Director Outreach (1/2 time)	\$20,800	\$2,500
<i>Program Expenses</i>		
Marketing and Promotion	\$4,750	\$1,800
Office Rental	\$10,800	
18% Administration	\$11,500	\$1,700
Total Expenses	\$79,050	\$9,500



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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Micro Lending Society (CML)

Mailing Address: 202-2610 Douglas Street, Victoria, BC, V8T 4M1

Contact Person: Vu Ndlovu

Email: vu@communitymicrolending.ca

Telephone: 250.508.4605

Website: www.vcml.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? Yes

Society Registration Number: 55894

Are you a registered Charity? No

Charity Registration Number: _____

Organization mission/mandate

Community Micro Lending (CML) is a non-profit Society founded in 2009, serving Victoria and the Capital Regional District. The Society's mission is to help local people without access to traditional financing to start and grow their business, or to obtain training that will lead to employment, by matching them with local lenders and by providing ongoing capacity building and support.

Our goal is to create a more vibrant local economy where people can turn their passions and skills into meaningful employment while enriching themselves, their families, and their communities.

Brief history and role in benefitting residents of Greater Victoria

Our Loan & Mentorship program leads to the creation of sustainable livelihoods and encourages community economic development. We provided our first loan in March of 2010, and since then we have provided 29 loans totaling over \$126,000, all funded by 45 individuals in the community. We do not have a significant loan fund or pool of funds, rather, each loan is fully funded by members of the community through our innovative online peer-to-peer lending model. In March of 2013, we became Canada's first peer-to-peer lending website, allowing members of the community to read the profiles of approved loan applicants, select who they would like to lend to, and lend as little as \$500 to them online. When the borrowers repay their loan, we repay the lender. In January of 2015 we provided our first training loan as part of our new Training Loans program, currently focused on newcomers to Canada needing to acquire new skills or upgrade their skills to find employment.

How many paid staff at organization? Full Time:

Part Time: 4

How many volunteer staff at organization? 30

Total volunteer hours: 60 hours per month



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$140,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
United Way	\$26,400	Training Loan Program
Coast Capital	\$15,000	Training Loan Program
Blue Heron Advisory Group	\$3,750	Loan and Mentorship Program
Donations & Events	\$30,000	Loan and Mentorship Program
Community Business Partners	\$20,000	Loan and Mentorship Program/Training Loan Program
Hartwig Industries	\$21,600	Loan and Mentorship Program/Training Loan Program

Has the organization filed for bankruptcy or currently seeking credit protection? No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Training Loan Program

Brief description of the project or program and why the grant is needed.

For the last 5 years, Community Micro Lending has been making loans for small-business start-ups to people who don't qualify for credit at a financial institution. With this success under our belt, in the last 6 months we've expanded our loan offerings to include Training Loans. Like CML's small-business loans, the Training Loans are loans that lead to employment, and enhance the ability for people to create sustainable, prosperous livelihoods for themselves and their families. The Training Loans are targeted at people who are un- or under-employed and who don't qualify for training grants or loans the provincial or federal government, or who do qualify but require supplemental credit to access a specific program. Thus far we have been offering Training Loans only to newcomers to Canada referred to us by the Victoria Immigrant and Refugee Centre Society (VIRCS) and the Inter Cultural Association. In the Fall of 2015 we would like to expand the program beyond newcomers to Canada and offer it to other vulnerable populations in the Greater Victoria area who are un-or under-employed. A grant from the City would allow us to expand the program beyond newcomers to Canada, allowing the City's other vulnerable populations to receive loans for training that lead to employment.

Does this project or program impact public space? No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

Innovate and Lead
Create Prosperity through Economic Development



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Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

CML matches each borrower with local lenders, allowing people to invest directly in individuals in their own community. This initiative of investing directly in individuals is bold, timely, and innovative. And it's working. Over the past five years CML has helped over 350 people navigate the world of entrepreneurship and employment training and funded 29 loans. In 2015 the Society expanded its loan offerings to include training loans for newcomers to Canada who need skills or training to get a job. We're convinced that this is the kind of bold and innovative leadership that Greater Victoria would like to see. Furthermore, our loans help to create prosperity. Specifically, the Training Loans program allows vulnerable members of our community to get jobs, or get better paying jobs. Our first Training Loan went to Maria, who emigrated from the Philippines four years ago and has been working multiple minimum wage jobs since she arrived. In January Maria received a \$1,995 loan that allowed her to complete the tuition needed to take a Lab Technician course. She will complete the course this month and will be eligible to apply for jobs with VIHA and LifeLabs which pay between \$20 and \$23 an hour, double what she currently earns. This will transform Maria's life. Maria is on the path to prosperity. We believe this is economic development – providing people with the opportunity to improve their lives and contribute to the communities in which they live. Given the opportunity to expand program to the wider community, we believe our innovative approach can have a positive impact on the economic development of the City.

How many will benefit from the project or program? 60

Percentage of Greater Victoria Residents? 75%

Who is your target audience? Un- or –underemployed people who need training to get a job (or a better job), but who don't qualify for training grants or loans through the provincial or federal government, or who do qualify but require supplemental credit to access a specific program,

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$81,000 Amount Requested \$8,800

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 18%

How much is the organization contributing to this project or program? \$10,000

Please indicate the funding sources for this application:

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Community Business Partners	Tina Stokvis	250.590.4515	10,000

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Hartwig Industries	Gerald Hartwig	250.475.2258	\$10,800

☐ Other

Organization Name	Contact Person	Phone Number	Amount
United Way of Greater Victoria	Lee Anne Davis	250.385.6708	\$26,400
Coast Capital Savings	Maureen Young	250.483.8779	\$15,000

Grand Total of Other Funding Sources \$62,200



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Partial funding may be available. Will the project occur without full funding by the grant? Yes

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding it will be much more challenging for us to open the program beyond newcomers to Canada to the wider Greater Victoria population. We would likely have to restrict the expansion of the program to another specific vulnerable population (e.g the aboriginal community, youth, or under- or unemployed women).

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: August 2016_____

Project or program location: 202-2610 Douglas Street, Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
September 2015	Publicize that the program is open to the wider community (social media, newsletter, newspaper)
October 2015	Begin taking applications from the wider community
August 2016	At least 15 training loans dispersed to the wider Greater Victoria Community

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10

Total volunteer hours required: 30hrs per month_

Can the project or program occur without volunteer support? No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

Website
Social Media

Newsletter
Annual Report

Other: Public Speaking Engagements



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SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

A handwritten signature in black ink, appearing to be "Vu Ndlovu".

Position: Executive Director

Name: Vu Ndlovu

Date: June 25th, 2015

Community Micro Lending - Training Loan Program

Training Loan Program Expenses	Total Expense	Amount Requested From City of Victoria
<i>Program Salaries and Benefits</i>		
Director Training and Entrepreneur Support (1/2 time)	\$31,200	\$3,500
Director Outreach (1/2 time)	\$20,800	\$2,500
<i>Program Expenses</i>		
Marketing and Promotion	\$3,620	\$1,220
Office Rental	\$10,800	
18% Administration	\$14,580	\$1,580
Total Expenses	\$81,000	\$8,800

**VICTORIA COMMUNITY MICROLENDING SOCIETY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2014**

Victoria Community MicroLending Society

Statements for the Year Ended March 31, 2014

(note 6)

INCOME STATEMENT		2014			2013
		Operations	Loans	Total	
REVENUE	(note 3)				
Foundation Grants		\$ 44,060	\$ -	\$ 44,060	\$ 23,478
Municipal Government Grants		-	-	-	10,000
Other NGO Grants		-	-	-	1,600
Youth CED Grants		-	-	-	11,200
Business Grants		10,000	-	10,000	-
Other Cash Donations	(note 7)	29,484	17,110	46,594	62,967
In Kind Donations		21,600	-	21,600	22,943
Fund-Raising Revenue		13,223	-	13,223	2,896
Fee for Service		5,149	-	5,149	3,263
Rental Revenue		1,406	-	1,406	200
Employment Insurance Hiring Credit		1,000	-	1,000	-
Loan Application Fees		934	-	934	-
Bank Interest		6	164	170	66
Interest from Borrowers	(note 1)	4,911	-	4,911	2,427
TOTAL REVENUE		131,773	17,274	149,047	141,041
EXPENSES					
Wages and Salaries		82,128	-	82,128	82,614
Contractors		22,260	-	22,260	-
Advertising & Promotion		5,871	-	5,871	7,686
Appreciations		613	-	613	-
Fees, Dues & Licenses		604	-	604	120
Web Development Fees		265	-	265	2,458
Event Costs		5,844	-	5,844	7,319
Bank, Credit Card Charges & Interest		1,403	228	1,631	1,207
Insurance		1,350	-	1,350	675
Office Supplies		1,525	-	1,525	1,318
Professional Development		104	-	104	-
Rent & Utilities - Premises	(note 5)	21,869	-	21,869	21,600
Rent - Functions		-	-	-	101
Telephone, fax & Internet		3,093	-	3,093	1,982
Travel, Vehicles & Entertainment		108	-	108	818
Amortization		98	-	98	123
Accounting & Management Overhead		222	-	222	3,134
Interest to Lenders	(note 2)	-	569	569	277
TOTAL EXPENSES		147,357	797	148,154	131,431
NET INCOME		\$ (15,584)	\$ 16,477	\$ 893	\$ 9,609
BALANCE SHEET		2014			2013
		Operations	Loans	Total	
ASSETS					
Cash		\$ 4,751	\$ 23,506	\$ 28,257	\$ 28,094
Accounts Receivable		1,823	-	1,823	3,613
Payroll Advances to Employees		600	-	600	750
Principal Receivable from Borrowers		-	52,138	52,138	32,092
Credit Union Shares		6	-	6	5
Prepaid Expenses		675	-	675	675
Office Furniture & Equipment (Net)	(note 4)	393	-	393	491
Incorporation Cost		290	-	290	290
TOTAL ASSETS		8,538	75,644	84,182	66,011
LIABILITIES	(note 3)				
Accounts Payable		17,403	-	17,403	-
Wages & Vacation Payable to Employees		2,602	-	2,602	463
Payroll Remittances and WorkSafe BC Payable		573	-	573	2,412
Principal Payable to Lenders	(note 1)	-	51,027	51,027	39,998
Interest Payable to Lenders		-	-	-	241
Restricted Fund for Lending	(note 7)	-	-	-	3,499
Deferred Revenue	(note 7)	-	-	-	7,715
TOTAL LIABILITIES		20,578	51,027	71,605	54,327
FUND BALANCE					
Opening Fund Balance		3,544	8,140	11,684	2,074
Net Income		(15,584)	16,477	893	9,609
CLOSING FUND BALANCE		(12,040)	24,617	12,577	11,684
TOTAL LIABILITIES & FUND BALANCE		\$ 8,538	\$ 75,644	\$ 84,182	\$ 66,011

Victoria Community MicroLending Society

Notes to the Financial Statements for the Year Ended March 31, 2014

- 1 Interest from borrowers is recognized on a cash basis, when it is received. Interest is charged at the rate of 10% per annum.
- 2 Interest to lenders is recognized at the same time as interest revenue from borrowers, when paid. Interest is normally payable at a rate of 2% per annum, and is not paid on loans tied to borrowers who fail to repay their loans. Some funds loaned to VCMLS have terms that do not include any interest, and therefore none is accrued.
- 3 VCMLS uses the deferred revenue method of accounting for restricted donations.
- 4 Property, Plant and Equipment are amortized over their useful life using the declining balance method. Office equipment is amortized at 20% per year, and at March 31, 2014 had a cost value of \$767, of which \$374 was amortized, leaving a net book value of \$393.
- 5 VCMLS simultaneously records rent expense and an in-kind donation at the amount of \$1,800 per month, which represents the fair market value of the premises provided to it at no cost by a donor.
- 6 Beginning in the year ending March 31, 2014, VCMLS has changed its reporting structure for loans. Whereas in prior years funds donated to be used for loans were expressed on the statements as a liability, VCMLS now states all financial information for loans in a separate column, titled Loans. This column is not technically a part of VCMLS's operations.
- 7 As a result of the change explained in note 6 above, in the year ending March 31, 2014, VCMLS has recognized as donation revenue \$3,499 (stated as Restricted Funds for Lending on previous years' statements) and \$7,715 (stated as Deferred Revenue on previous years' statements) in the Loans column.



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2015 Strategic Plan Grant Application Form

How to Apply:

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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Compost and Conservation Education Society (Compost Education Centre)
Mailing Address: 1216 North Park Street
Contact Person: Marika Smith Email: info@compost.bc.ca
Telephone: 250-386-9676 Website: www.compost.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-33486
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 89670 2289 RR0001
Organization mission/mandate

The Compost Education Centre promotes composting, soil conservation, local food production, and urban sustainability. This is accomplished by being an educational resource through our demonstration site, staff, volunteers, outreach, and workshops for children and adults throughout the City of Victoria and the Capital Regional District.

Brief history and role in benefitting residents of Greater Victoria

Since 1992, the Compost Education Centre has offered composting, conservation and urban agriculture education programs at our demonstration site in Fernwood and within the Greater Victoria community. We feel that education in these areas helps to strengthen local food systems while empowering community members to become environmental stewards. Promoting the practice of composting helps to build, restore and conserve our city soils and is integral to the shared goal of reducing food waste and diverting organic material from the landfill.

How many paid staff at organization? Full Time: 4 Part Time: 1
How many volunteer staff at organization? 65 Total volunteer hours: 1,160

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$234,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Capital Regional District	\$85,000	Subsidized composters and school worm bins, compost hotline and program staff wages
City of Victoria Fee for Service	\$13,530	Community outreach events and adult compost and waste reduction workshops
Victoria Foundation	\$3,000	Food sharing programs and Education Open Houses at the Centre



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Gaming Direct Access Grant	\$25,000	School Program and administrative wages

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Healing City Soils: Phase 1

Brief description of the project or program and why the grant is needed.

Healthy soils are not only the foundation for food production but are also essential to our ecosystems, playing a key role in the carbon cycle, storing and filtering water, and improving resilience to floods and droughts. Ensuring the soil is healthy is a first step to any urban agriculture project, from backyard growing to community garden and boulevard garden creation, yet soil tests gathered over the years throughout the City of Victoria suggest heavy metal contamination at unsafe levels for food production. Coordinated research and testing to build an understanding of where the soil is contaminated and identify best practices on how to grow food safely is a crucial first step to healthy food production in the city.

The goal of Phase 1 of the Healing City Soils is to create a virtual soil map of Victoria, added as a layer to the City's online map (Vic map) or hosted on the Compost Education Centre's website. This map will be paired with resources (factsheets and workshops) that will make Victorians aware of potential contamination in their backyard or boulevard soil and empower them with the knowledge and skills to grow food safely based on that awareness. Five neighborhoods will be initially involved in the mapping process, with the goal of engaging 15 people in each neighborhood in the research, for a total of 75 citizens engaged in the mapping. Five students from Camosun College's Environmental Technology program will lead research in each neighborhood, and coordinate soil testing through their campus lab or another local lab.

☐ Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Healing City Soils is a project which will support the City of Victoria's Strategic Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems, as well as Strategic Objective 2: Engage and Empower the Community. Bridging urban agriculture, composting, food literacy, ecological restoration and bioremediation, this project is an opportunity to bring together and empower the municipality, local post-secondary institutions, food security organizations and the people who are interested in growing food in Victoria to get to know and build the soil beneath their feet. In Phase 1, coordinated research led by the Compost Education Centre into the health of soils in Victoria and in collaboration with Camosun College's Environmental Technology program, will complement and enable some of the outcomes, providing backbone research relevant to the development of long term policies, resources and voluntary guidelines for food systems initiatives in the City. Further, this research and the resources and education developed to support healthy food production in the City will enable



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citizens interested in growing food on boulevards, in backyards, or in underutilized lots (as identified in the inventory) to do so safely. A key piece of this project will be awareness raising and sharing of information and resources specific to Victoria, which will serve to inspire and empower food production here in the city.

Healing City Soils: Phase 2 is planned for Spring 2016 and will consist of a return to each of the 5 neighborhoods to offer a 'Growing Food in the City: Healing City Soils' workshop which shares the contamination map for that neighborhood, and teaches residents how to grow food safely given the levels of contamination. There will also be a three-part 'Healing City Soils' workshop series held at the Compost Education Centre (CEC) as well as fact sheets created covering methods for backyard/boulevard soil healing and food growing skills including, microbial remediation (via composting and compost tea), fungal remediation (via mushrooms), and phytoremediation (via plants).

How many will benefit from the project or program? Broadly, everyone who wants to grow food in Victoria will benefit from this project, in particular low-income people who want to grow food but cannot afford soil testing.

Percentage of Greater Victoria Residents? 10-15 %

Who is your target audience? People who want to grow food in Victoria: either in their backyard, boulevard, or in a community garden.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$15,500 Amount Requested \$9,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 12%

How much is the organization contributing to this project or program? \$3,000

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
City of Victoria		grants@victoria.ca	9,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Camosun College ET Program	Michael Kory	250-592-1614	1,500
Community Centers	Danielle Stevenson (Food Access Coordinator, Coalition of Neighborhood Houses)	250-891-4927	discount on space rental and/or free space use ~\$500
Compost Education Centre	Marika Smith	250-386-9676	3,000

☒ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
DIY Fungi	Danielle Stevenson	891-4927	1,500

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$6,500_____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.



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If we do not receive full funding, we will reduce the scope of the project to engage fewer neighborhoods accordingly, and Coordinator time will be spent more on building partnerships and exploring opportunities to access free or reduced cost soil testing; or engaging more interested citizens in site history based research using publicly available resources and oral histories (i.e. talking to neighbors).

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 1, 2015

To: January 25, 2016

Project or program location: City of Victoria-wide and at the Compost Education Centre 1216 North Park Street

Project or program timeline and major milestones.

Date	Milestone
September	Partner engagement and planning: <ul style="list-style-type: none">Meet with students from Camosun College, City of Victoria, Community Mapping, community centres, librariesExplore potential discount for soil testing through Camosun College, MB Labs, and the Site RegistryConfirm process and timeline for creating soil layer on Vic Map (or on GVCEC website)
October	Identify a team lead (a Camosun College student) for each neighborhood
October/November	Host info sessions in 5 neighborhoods at community centres: Fernwood, James Bay/Fairfield, Burnside/Rock Bay, Esquimalt, Quadra Village to engage neighbors in the research
November	Take and get tested 1 composite soil sample from 3 locations (backyard, boulevard, and front yard) in each neighborhood (15 total)
December	Research and develop 3 Victoria-specific fact sheets on how to grow food if your soil is contaminated presenting best practices for growing in raised beds, bioremediation, or binding contaminants
January	Launch soil map and resources with public event and outreach

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 80

Total volunteer hours required: 1,000

Can the project or program occur without volunteer support?

☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website
- ☒ Social Media

- ☐ Sponsor Plaque
- ☒ Other Acknowledgement on Fact Sheets_

- ☐ Newspaper Advertisement
- ☒ Newsletter
- ☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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Signature: _____

A handwritten signature in blue ink, appearing to read "Marika Smith", is written over a light blue rectangular background.

Position: Executive Director

Name: Marika Smith

Date: June 25, 2015

Healing City Soils: Phase 1 - Project Budget 2015

<div> <div></div> <div> <div>Revenue</div> <div>Expense</div> </div> </div>					
Total		City of Victoria	Camosun College Enviro-Tech Program	Compost Education Centre and Community Centres (in-Kind)	DIY Fungi
	\$ 15,500	\$ 9,000	\$ 1,500	\$ 3,500	\$ 1,500
	Total				
Project Coordinator Salary - \$20/hr @ 15 hrs/week for 13 weeks	\$ 4,000	\$ 2,850		\$ 500	\$ 650
Team Leads for Research	\$ 2,000		\$ 1,500	\$ 500	
Honorariums for consultants	\$ 1,500	\$ 1,000		\$ 500	
Soil testing - \$90 per sample (for heavy metals) x 15 (3/neighborhood x 5 neighborhoods)	\$ 1,350	\$ 1,350			
Site registry - land use history research	\$ 1,500	\$ 1,500			
Facilities rental @ Community Centres - 5 sessions of 3 hrs @ \$200/per) for Info Nights	\$ 1,000	\$ 500		\$ 500	
Educational Materials - soil sampling guides, field notebooks, tools	\$ 850	\$ 350		\$ 500	
Travel Expenses	\$ 600	\$ 400			\$ 200
Web support - for contamination map online	\$ 750	\$ 500			\$ 250
Adminstration- printing costs and promotion	\$ 850	\$ 300		\$ 500	\$ 50
Reporting and Program Tracking	\$ 1,100	\$ 250		\$ 500	\$ 350
Total	\$ 15,500	\$ 9,000	\$ 1,500	\$ 3,500	\$ 1,500



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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street, Victoria BC V8V 3N4

Contact Person: Jane Butler McGregor, CEO

Email: butlermcgregor@vcm.bc.ca

Telephone: 250 386 5311

Website: www.vcm.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S6880

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 108172255

Organization mission/mandate

The VCM's mission is "to enrich lives through music in a thriving community accessible to all" and it realizes it through five primary program streams: Community schools, Post-Secondary School, Summer Schools, Music Therapy program, and Public Performance activities.

Brief history and role in benefitting residents of Greater Victoria

Founded in 1964, the VCM is among the largest federally registered charities in Victoria reaching 4,500 students and 44,000 concert patrons each year providing social, cultural and economic benefits to the community. A main artistic institution, the VCM uniquely reaches a broad range of people of all backgrounds: from 4 months of age to seniors, beginning students to those who aspire to a professional career, the musically gifted as well as those with developmental or physical challenges. As well, VCM's Alix Goolden Performance Hall was voted Victoria's Top Live Music Venue in Monday Magazine's 12th Annual M Awards.

How many paid staff at organization? Full Time: 55

Part Time: 159

How many volunteer staff at organization? 200

Total volunteer hours: 2,200

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$4,658,517

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Tuition Revenue	\$2,766,850	Operating – payroll, maintenance, utilities, etc.
Other Revenue	\$61,590	Operating – payroll, maintenance, utilities, etc.
Events Revenues (Rentals, concerts)	\$222,815	Operating – payroll, maintenance, utilities, etc.
Sub-Leases Revenues	\$60,408	Operating – payroll, maintenance, utilities, etc.
Fundraising – donations, grants, government funding, events, sponsorships	\$1,276,320	Operating – payroll, maintenance, utilities, etc.

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



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SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Building Profile and Identity – a VCM Signage Project

Brief description of the project or program and why the grant is needed.

Located in the heart of downtown, the VCM's facility is bordered by Pandora Avenue, Quadra Street and Johnson Street. This highly visible and active location has tremendous potential to significantly increase the profile and identity of the VCM through the addition of professional and visible signage capable of showcasing and promoting the over 240 performances/productions that take place at the VCM each year. The Strategic Plan Grant will be used to install a VCM branded, single-sided one colour LED message centre sign in front of our designated heritage site at the corner of Pandora Avenue and Quadra Street. The sign will prominently identify the facility as the home of the VCM and will have the capacity to display messages that will greatly enhance the VCM's marketing efforts while allowing the VCM to showcase to a broader audience:

- the many performances that take place by both students, faculty and local, national and international musicians
- fundraising events and activities, free community concerts and other special events to support the VCM community
- externally-based performances, productions and events that take place through the VCM's External Facility Rental Program helping the VCM to increase client profiles and to support their marketing efforts.

In addition, the installation of highly visible and communication-based signage along the corner of Pandora Avenue and Quadra Street is an instrumental step towards the revitalization efforts taking place along Pandora Avenue between Quadra and Vancouver Streets.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| X Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 2 – Engage and Empower the Community (directly related to the 2017 Outcomes)

The VCM is an active member of the 900 Pandora Neighbourhood Group that is actively working to revitalize the Pandora/Quadra Street area. With the addition of improved VCM signage on Pandora Avenue and Quadra Street, residents and businesses in the area will experience a greater sense of pride for their neighbourhood helping to empower them and encourage continuing efforts to improve upon the overall vitality of the area.

Objective 5 – Create prosperity through Economic Development (directly related to the 2017 Outcomes)

The VCM is one of Victoria's premier art centers attracting close to 50,000 people to the downtown core each year, many of which utilize City of Victoria parking services, visit local retailers and restaurants, and also use other services in the area, all of which contribute dramatically towards the economic wellbeing and prosperity within the downtown area. With the addition of effective and well-positioned signage, the VCM anticipates greater numbers of audience members and higher enrollment within the VCM Community and Post-Secondary Schools helping to drive greater numbers of residents and visitors to the vibrant downtown core.

Objective 10 – Nurture Our Arts, Culture and Learning Capital (directly related to the 2018 Outcomes)

City of Victoria support for the VCM through signage funding will nurture and contribute to the overall vibrancy of the arts within the downtown core while creating a more positive presence in the Pandora and Quadra area – an area frequented by people dealing with drug addictions, mental illness and homelessness.

How many will benefit from the project or program? At least 50,000 Percentage of Greater Victoria Residents? 90 – 95 %

Who is your target audience? Neighbourhood residents/businesses; members of the community interested in music education & performances.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$13,500 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 3,500

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
VCM's Designated Bldg Fund	Chris Kask, CFO	250-386-5311	3,500

Grand Total of Other Funding Sources \$ 3,500

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without full funding of this project will not be able to proceed as the VCM is undertaking a number of other infrastructure projects over the next 2 years in order to maintain its heritage building and protect/secure its overall facility to ensure it is a safe place for all who attend VCM programs, performances and events.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: July 31, 2016

Project or program location: At Quadra Street and Pandora Street

Project or program timeline and major milestones.

Date	Milestone
August 1, 2015	Seek and secure signage providers; work with consultants to design signage
August 1, 2015	Seek City of Victoria guidance re: signage requirements and necessary permits
September 15, 2015	Order all signage according to City of Victoria requirements
September 30 – November 30, 2015	Install signage at the corner of Pandora/Quadra
April 1 to July 31, 2016	Final stage – establish electrical connections via the VCM facility in conjunction with another VCM exterior infrastructure project that involves electrical connections and hook ups.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT


All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other: Logo recognition in VCM Presents Concert programs | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: CEO

Name: Jane Butler McGregor

Date: June 26, 2015

Project Expenses	Amount
Engineering & Design Consultant Fees	\$ 1,500
Signage for Pandora/Quadra (2'x7' single sided one color LED message centre)	\$ 7,900
Sign permit	\$ 100
Electrical 120v connection	\$ 2,000
Building Director/Marketing Director/Administrative salaries	\$ 2,000
Total Project Costs	\$ 13,500

Janet Hawkins

From: Chris Kask <Kask@vcm.bc.ca>
Sent: Thursday, Jul 16, 2015 5:26 PM
To: Public Hearings; Jane Butler McGregor; Erin Fraser
Subject: RE: Question regarding your grant submission to Victoria Council

Hello,

Thanks for the question from Council.

The new sign would face, as the old one does, the Pandora/Quadra intersection as it is a high traffic area and our corner is easily visible. The goal of the sign is to communicate events, concerts, classes, and other items of interest, so the greatest impact will be gained by locating it in the highest traffic and most visible area.

We may relocate the static wooden sign currently at the Pandora/Quadra intersection to our Johnson Street entrance when the area is re-done. We did not consider locating the new sign at Johnson Street as it would not be visible to the public – not at an intersection, Johnson St is one way, our entrance and parking lot are tucked into a niche not really visible from the street unless you turn your head sideways.

Sincerely,

Chris

Chris Kask | Chief Financial Officer

Victoria Conservatory of Music | *Breathing Music Into Life*

T: 250.386.5311 ext 2380 | F: 250.386.6602 | E: kask@vcm.bc.ca

A: 900 Johnson Street, Victoria, BC V8V 3N4 Canada | vcm.bc.ca



From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July-16-15 16:05
To: Jane Butler McGregor; Chris Kask; Erin Fraser
Subject: Question regarding your grant submission to Victoria Council

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Victoria Conservatory of Music

Provide more information on the analysis that led to the decision to locate the sign on the Pandora side of the building, considering the entrance is being re-orientated to the Johnson Street side of the building. In the future, would there be additional signage on the Johnson street side?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 **F** 250.361.0348





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Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Please see Certificate of Incorporation and Certificate of Name Change attached.
- ✓ Annual Report and Financial Statements – Please see 2013/14 Annual Report and 2013/14 Financial Statements attached. 2014/15 audited financial statements are currently being processed and can be submitted upon completion.

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Sexual Assault Centre (VSAC)

Mailing Address: 201-3060 Cedar Hill Rd, Victoria, BC, V8T 3J5

Contact Person: Gagan Leekha, Resource Development Officer

Email: gaganL@vsac.ca

Telephone: 250-383-5545 ext. 125

Website: www.vsac.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: #S-18942

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: #10822 0054 RR0001

Organization mission/mandate

The Victoria Sexual Assault Centre (VSAC) is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.

Brief history and role in benefitting residents of Greater Victoria

Established in 1982, Victoria Sexual Assault Centre is uniquely positioned as the only community-based sexual assault centre in Greater Victoria serving teenage girls, women and trans survivors of all genders.

We are committed to social change and ensuring that survivors of trauma receive timely and appropriate support and counselling. We regularly conduct training for other service providers including police departments, medical personnel, university residence advisors and staff and volunteers of other community agencies. We have also developed training curriculum for sexual assault counsellors and victim service workers. Our long history of community partnerships has led to the development of many innovative programs including a community based Sexual Assault Response Team, a province wide umbrella association for agencies in this field, and most recently an innovative Community-based Response Network with 7 partner agencies in City of Victoria.

In 2014 we provided crisis support and counseling to over 2,800 people, criminal justice support to 1,321 clients and answered over 1,240 calls to our crisis and information line.

Client and community testimonials include:

"VSAC is a place where I can walk, talk, stand, sit, rest and breathe. Thank you for this beautiful gift."

"Thank you for helping me help myself. Thanks to you I have discovered strengths I did now know I had."

"I was a volunteer with VSAC for many years and since have moved to Toronto. A few weeks ago an old friend outside of Victoria contacted me seeking information for a family member living in Victoria. I directed them to VSAC and they report the experience has been so tremendously helpful to the woman directly involved as well as for the friends and family around her that they could not have gone through this situation with your teams support. I am so happy and grateful to hear that VSAC is still as awesome as it was when I was a response volunteer and that you are still reaching out in the community. Thank-you, Thank-you again!"

How many paid staff at organization? Full Time: 5

Part Time: 17

How many volunteer staff at organization? 150

Total volunteer hours: 8000/year



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$1,354,477

What other sources of funding do you receive and how is it used?

2015/16 Sources	Total Funding	Use
Provincial Contracts	\$544,664	Direct Client Services - Counselling, Victim Services, Sexual Assault Response Team <i>(contracts do not cover full programs expenses; agency relies on fundraised dollars to cover whole program)</i>
Provincial Grants	\$270,000	Crisis and Information Line, Youth Counsellor, Prevention Education, Cedar Hill Centre, Victim Services, Sexual Assault Response Team
Federal Grants	\$82,246	Community-based Response Network
Foundations and Community Grants	\$151,667	Prevention Education, Trans Inclusion, Special Projects
Individuals	\$235,000	Greatest Need (Counselling, Victim Services, Prevention Education, Cedar Hill Centre, Administration)
Events	\$82,000	Greatest Need (Counselling, Victim Services, Prevention Education, Cedar Hill Centre, Administration)
Other (interest, fee for service, etc)	\$17,900	Greatest Need (Counselling, Victim Services, Prevention Education, Cedar Hill Centre, Administration)

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Cedar Hill Integrated Sexual Assault and Child Abuse Support Centre

Brief description of the project or program and why the grant is needed.

Project Need: Prior to 1992 Victoria did not have a sexual assault response protocol. At that time, clients had little emotional support during hospital visits and police interviews. Clients experienced even longer wait times as they waited for emergency room physicians (rather than specially trained forensic nurse examiners) who only had time at the end of their shifts, with no follow-up support with the Victoria Sexual Assault Centre. SART was developed to provide a collaborative, comprehensive and compassionate response for recent survivors of sexual assault where all parties involved worked to ensure all the needs of the survivor were met. Developing an integrated space would only further this vision and further eliminate barriers for survivors to access the support they deserve.

Much of our knowledge about the needs in our community comes from anecdotal data shared in meetings with project partners and stakeholders including SART workers, Forensic Nurse Examiners (FNE's), municipal police/RCMP, clients and service providers, preliminary meetings, and over 30 years of experience serving survivors of sexual assault in our community. Sexual assaults are underreported with only 6% of survivors accessing support. Currently when a survivor of sexual assault needs medical attention they are referred to the Emergency Department at Victoria General Hospital, where they wait to be triaged along with other patients in the emergency room waiting area. While waiting, patients can feel as they are "on display" in the chaos of the public waiting rooms and the emergency atmosphere, especially when accompanied by uniformed police officers. It can be difficult to ensure confidentiality in the triage and waiting room areas.

The majority of survivors don't require the full extent of medical intervention that the emergency department provides. Some survivors hesitate to access service through hospital Emergency as they feel they shouldn't 'take up space' when they have no overt injuries. Others fear being judged by hospital personnel or others waiting for service, or fear long wait-times. Physical injuries are generally minimal (cuts and bruises) and their medical needs can be met without the stress of the emergency room. Where injuries require hospital facilities, the Team can travel to the survivor to provide additional, specialized support and/or examination.

When a person has just experienced trauma and is potentially distraught, these environments can feel overwhelming and unsupportive. Some clients leave without getting the medical attention they need due to long waits or perceived long waits in emergency. Some survivors find it difficult to a police station for interviewing can be triggering and intimidating to be around uniforms and weapons. During



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their healing journey of going through the criminal justice system, the survivor may access hospital, municipal police/RCMP station, Crown counsel office, court and Victoria Sexual Assault Centre. The vision for this project is to streamline the process for survivors to access all the support they need: crisis counselling/supports, medical/forensic exams, police interviews, victim services and other support in a safe, welcoming environment - a place where the healing process can begin as soon as they walk through the door.

We have secured space and the majority of funding for the first two years of this pilot project. Our immediate priority is to procure, equipment, supplies and systems to set up an integrated support Centre. With strong established partnerships in place and a clear need and enthusiasm for better coordinated facility for survivors of sexual assault, we are well positioned to create this streamlined Centre.

Project Overview: This collaborative project between Victoria Sexual Assault Centre, Team Victoria (comprised of forensic nurse examiners, municipal police/RCMP, Crown, Victim Services, VSAC and VCAPCC), and Victoria Child Abuse Prevention & Counselling Centre (VCAPCC: Mary Manning Centre) will enhance the current coordinated response for sexual assault and child sexual and physical abuse in the Greater Victoria area. Working to create an integrated and holistic model of service delivery, we are shifting key services and supports for survivors from the hospital and police stations to one location, the Integrated Sexual Assault and Child Abuse Support Centre, to create a welcoming, accessible, user-friendly, supportive, client-centred and healing environment for survivors. Our goal is to have a stand alone, multi-disciplinary, comprehensive, compassionate, confidential space for survivors to receive access to all the support while navigating medical and justice systems - in one location.

Issues the project will address: This project will address the critical need for a non-institutional venue to serve adult survivors of sexual assault in order to improve trauma informed response, remove barriers to service, and increase service access to marginalized populations currently underutilizing available programs.

Who the project will serve: This project will be located in the Greater Victoria community and will serve survivors of sexual assault in the Capital Health Region. The target audience is all survivors of sexual assault, with a focus on those that are most affected by violence and least likely to receive support, including, but not limited to sex workers, urban indigenous populations, newcomers, queer and trans youth and adults.

Project objectives and goals:

- To enhance the coordinated response for survivors of sexual assault in Greater Victoria;
- To create a welcoming non-institutional space where people can feel safe and comfortable accessing all the services they will need under one roof;
- To document, evaluate and share learnings to ensure a collaborative and sustainable response

Project activities will include:

- 1) Partnership development
- 2) Procurement and set-up of office, counselling, and interview space (includes video and audio monitoring for police recorded statements required for investigations and court)**
- 3) Procurement of medical equipment and supplies and establishment of medical systems**
- 4) Promotion of Centre to partner agencies, community agencies, medical service providers, etc.
- 5) Ongoing collaboration and coordinated response with project partners
- 6) Project evaluation and sustainability planning

Our immediate priority and the focus of this proposal is for activities 2 & 3.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

✓ Facilitate Social Inclusion and Community Wellness

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will support the City of Victoria's objective to facilitate social inclusion and community wellness and contribute to the outcome of accessible health services for Victoria's most marginalized populations. This project will increase access to support for recent survivors of sexualized violence. Often, it's those communities that are most targeted for violence that do not have access to medical, forensic, crisis support and justice services, after a sexual assault because of institutional barriers they face at hospitals and police stations. These communities include girls, women and trans people for whom the experiences and impacts of sexual violence are deeply intertwined with other forms of systemic violence, such as racism, colonialism, inter-generational trauma, classism, and various other forms of stigma and discrimination. We have been working closely with community partners that represent racialized,



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immigrant, refugee, trans and indigenous girls and women, women involved with sex work, and/or those that are drug or alcohol dependent to determine how to better serve those that are most targeted for violence. We also hope to create partnerships with organizations that work with people with disabilities, homeless people and people living in poverty. To increase accessibility of services, we have secured a space for the clinic in our office building and for this phase of the project we are raising capital funds to purchase equipment and supplies so we can open our doors in Fall 2015.

How many will benefit from the project or program? 1,500 people will directly benefit from the program through support from the Sexual Assault Response Team and Victim Services. Sexualized violence impacts the whole community and indirectly and sometimes directly, the survivors' families, friends, co-workers and broader community will also benefit from the project.

Percentage of Greater Victoria Residents? 1.8 %

Who is your target audience?

This project is focused on communities that currently do not have access to medical, forensic, crisis support and justice services, after a sexual assault because of institutional barriers they face at hospitals and police stations. These communities include racialized, immigrant, refugee, and indigenous girls and women, as well as women involved with sex work; and girls and women for whom the experiences and impacts of sexual violence are deeply intertwined with other forms of systemic violence, such as racism, colonialism, inter-generational trauma, classism, and various other forms of stigma and discrimination.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Victoria Sexual Assault Centre

Cedar Hill Multidisciplinary Support Centre

Budget

Capital Only August - September 2015

	Program Budget
REVENUES	
Civil Forfeiture Grant (confirmed)	40,000
City of Victoria (pending)	25,000
Partnership Contributions (confirmed)	40,000
VSAC Contribution (confirmed)	9,080
Total Revenues	114,080
EXPENSES	
Nonsalary Start-up	
Medical Materials and Supplies	3,000
Legal/Consulting	1,500
Licensing and fees	1,000
Technical adjustments/supplies	1,000
Keys cut	200
Nonsalary Start up	6,700
Nonsalary Capital & Lease Improvements	
Remodel costs (walls, soundproofing, bathroom)	38,000
Medical and Program Equipment	25,000
IT Set up and Technical Equipment	20,000
Furniture and fixtures	5,000
Office equipment including computers, phones, printers	4,500
Capital Start up	92,500
Administration (15%)	14,880
Total Operating, Start Up and Capital	114,080

What is the project or program: Total Cost \$114,080 Amount Requested \$25,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$9,080



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Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
Ministry of Justice	Ally Butler	604-660-4894	\$40,000

☒ Other (Partner Contribution)

Organization Name	Contact Person	Phone Number	Amount
Child Abuse Prevention and Counselling Centre (Mary Manning)	Sandy Bryce	250-385-6111	\$40,000

Grand Total of Other Funding Sources \$ 80,000 + \$9,080 (VSAC contribution) = 89,080

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we receive partial funding, we will open up the clinic in phases with the medical exam room and reception being priority. Our goal is to have the medical portion up and running by October. If necessary, we will secure funds through other sources for the police exam rooms and other office expenses.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project dates From: August 1st, 2015 To: September 30th, 2015

Project location: Victoria Sexual Assault Centre, 3060 Cedar Hill Road

Project timeline and major milestones.

Date	Milestone
Complete	Partnership development
August 2015	Media launch and promotion of Centre to partner agencies, community agencies, medical service providers, etc.
August to September 2015	Renovation of space (bathroom, soundproofing, etc)
October 2015	Procurement and set-up of office, counselling, and interview space; Procurement of medical equipment and supplies and establishment of medical systems
October 2015	Soft Opening (VSAC AGM, Ribbon Cutting)
November 2015	Official Launch

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20

Total volunteer hours required: 500

Can the project or program occur without volunteer support?

☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website
- ☒ Social Media
- ☒ Sponsor Plaque
- ☒ Other: e-news (circ. 3,000), announcements at

- launch, invitation to Launch, earned media
- ☒ Newspaper Advertisement
- ☒ Newsletter (circ. 10,000)
- ☒ Annual Report



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

A handwritten signature in black ink that reads "Makenna Rielly".

Name: Makenna Rielly
Position: Executive Director
Date: June 25th, 2015

Janet Hawkins

From: Lenore Kennedy <lenorek@vsac.ca>
Sent: Friday, Jul 17, 2015 1:14 PM
To: Public Hearings
Subject: Public Hearing. Victoria Sexual Assault Centre Questions and Answers

In answer to the questions posed by Council at the July 15, Special GPC meeting:

Victoria Sexual Assault Centre

1. Will you be asking for funding from the other municipalities as this benefits people from all over the region?

Yes. Our intention is to broaden the scope of our fundraising and approach all municipalities for funding. Currently, we are working on securing corporate sponsorship and in-kind support and will direct our energy and resources towards other municipal opportunities in late summer 2015.

2. Clarify the respective roles of Island Health and other partners for operating costs.

We are in the process of establishing the parameters of our partnership with Island Health and other partners. Our vision is that Island Health would provide the forensic nurse staffing resources, with nurses responding to sexual assaults at the Cedar Hill Clinic rather than the hospital (except in cases where children are involved or cases where survivors are severely injured and require medical attention that is beyond the scope of the forensic nurse—these cases will be triaged to hospital to ensure best care for patients/survivors). We have secured funding from the Ministry of Justice to assist with operating costs for the first two years and will approach them to continue funding. Our project partner, Mary Manning is also working to secure funds that would cover operating costs. Mary Manning will have space within the clinic specifically to serve children who have experienced abuse, that includes two police interview rooms (complete with audio equipment) and soft waiting areas for children and families (please note that all children will be refereed to hospital for medical assessment as per protocol). Mary Manning will both use the facility and the administrative staff and contribute financially to help pay ongoing operating costs.

Thank you for the opportunity to reply to your questions. Please let me know if I can provide any other information.

Lenore Kennedy
250-882-0942

Sent from my iPhone

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria West Community Association – Vic West Food Security Collective

Mailing Address: 521 Craigflower Rd. Victoria, BC, V9A 6Z5

Contact Person: Robin Rombs / Patti Parkhouse Email: foodsecurity@victoriawest.ca / vicwestgarden@yahoo.ca

Telephone: 250-686-0856 Website: victoriawest.ca vicwestfoodsecurity.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-8974

Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

Organization mission/mandate**Mission:**

The Victoria West Community Association is a not for profit organization whose mission is to engage residents in community stewardship, to impact decisions that affect the community, to raise awareness, to foster a sense of spirit and pride and to encourage participation in community issues, solutions, projects and events.

Purposes:

- 1: To promote community awareness and pride, and encourage the participation of Victoria West residents in community projects, events and the Community Association;
- 2: To identify community needs and to consult with the appropriate municipal or other bodies to promote the development of services, programs, projects and events to meet the identified community needs;
- 3: To raise awareness of and provide information on issues that affect the community and its future, and to provide a forum for community members to raise issues of potential concern to the community;
- 4: To advocate for and facilitate participation by Victoria West residents with developers, government agencies and other bodies concerning neighbourhood plans, land use proposals, developments and public projects within Victoria West;
- 5: To plan, administer, operate and maintain the necessary organizational structures, facilities, and staff to achieve the purposes and functions of the association.

Vic West Food Security Collective Purposes include:

- Promote and strengthen the production, consumption and access to food that is: safe, nutritious, affordable, locally produced, and environmentally and economically sustainable, while utilizing methods that are socially equitable.
- Partner with other organizations: LifeCycles, Victoria Compost Education Centre, and the City of Victoria to further the purposes of the Food Security Project.

Motto: Cultivating community by growing and sharing food.

Brief history and role in benefiting residents of Greater Victoria

Banfield Commons is a community garden open to public harvest in Banfield Park, Victoria West. Banfield Commons has operated under a license agreement with the City of Victoria in compliance with the Community Garden Policy since 2006. The garden is a permaculture food forest providing 9 months harvest from fruit trees, shrubs, perennial food plants, culinary and medicinal herbs.

Banfield Park Community Orchard was created in partnership with the City of Victoria in 2013 as a pilot project as part of a City initiative to test and develop policy to support food-bearing trees in public spaces, as identified in the Official Community

Plan. It has already been the site of midwinter community celebrations, elementary school field trips (outdoor classroom), hosted local Girl Guides and involved them in stewardship, supported Pacific Rim College programming, and provided multiple community-building opportunities.

How many paid staff at organization? Full Time: 1_____ Part Time: 2_____

How many volunteer staff at organization? Board: 10. VWFSC: 30

Total volunteer hours: Board: 100 hrs/mo. VWFSC: 2000 person-hours/year

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$180,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Community Association Base Grant	\$4,240.00	Supports Community Association activities
Fundraising (Vic West Fest, Plant Sale, Corn Roast)	\$3,629.00	Funds subsequent years' celebrations, workshops and projects
Community Centre Grant	\$81,867.17	Program costs \$79,400
Facility Rentals	\$14,546.70	Telecommunications, credit card fees, etc.
Programs	\$100,471.64	Staff salaries \$103,000

[See attached Annual Report for full budget]

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Vic West Food Security Collective – Orchard and Commons Enhancements

Brief description of the project or program and why the grant is needed.

The Food Security Collective is a project of the VWCA which manages community gardens in Vic West, with the end goal of building community and engaging residents through the cultivation and sharing of food.

Enhancements to Banfield Commons (free, volunteer-maintained public food resource) and Banfield Park Community Orchard (pilot project initiated by City of Victoria under OCP)

-repair cob bench, damage due to exposure to weather/elements (has to date survived three times expected cob lifespan, but needs renewal), remediate a valued community social asset;

- install protective roof over cob bench: opportunity for community engagement around repair, design & building of shelter; provides public art; partnership with other community groups;

- signs for Banfield Commons: identify site, plant ID, volunteer/community-engagement contact information, identify City Of Victoria partnership, opportunity for VWCA to partner with local businesses and with UVic, extend identity/branding of VWCA to VWFSC project sites;

- signs for Banfield Park Community Orchard: fruit tree ID with harvest & use info, educational signs for environmentally sustainable elements & practices (permaculture, best practices & resiliency in the face of climate change), identify City Of Victoria partnership, opportunity for VWCA to partner with local businesses and with UVic, extend identity/branding of VWCA to VWFSC project sites;

-Does this project or program impact public space? ☒ Yes ☐ No

...AND it does so without adding to City maintenance costs: the project benefits the public by engaging citizen volunteers to maintain and enhance this portion of the Park, diversifying and enriching the uses of the public space.

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at

<http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Steward Water Systems and Waste Streams |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input checked="" type="checkbox"/> Plan for Emergencies Including Climate Change |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Short and Long Term |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Innovate and Lead: The Orchard was created in partnership between the VWCA/VWFSC and the City, to test the idea of and develop policy around food production in public space which stemmed from commitments in the OCP. The successful management of the Commons and the Orchard by the Community Association requires cross-departmental cooperation of staff from the Parks Dept, the Planning Dept, and the Engineering Dept in a collaborative, supportive and empowering relationship with the community.

Engage and Empower the Community: By supporting the renewal of the social asset of the cob bench and the strengthening of broader community identity (as well as that of the Association) and educational outreach via signage in the Commons and the Orchard, the City is building capacity within the Community Association to support citizen-led, demand-driven initiatives such as the Food Security Collective. Neighbourhood residents, place makers and others are empowered to lead and implement projects when volunteer hours and in-kind donations are matched with financial contributions, project approval, reducing barriers, and (sometimes) institutional or regulatory expertise.

Facilitate Social Inclusion and Community Wellness: The repair of the cob bench, the design and construction of the sheltering roof, and work-parties in the Commons and Orchard all provide opportunities for neighbourhood engagement and citizen participation which welcome every contribution and encourage residents to meet and bond over their shared efforts. The new signs will allow residents of the whole region to better utilize the free, local food resources in the Commons and the Orchard, as well as providing contact information so residents can become involved with the Community Association and the Food Security Collective.

Enhance and Steward Public Spaces, Green Spaces and Food Systems: The growing and sharing of food in public spaces, as well as community celebrations around those activities like Community Dinners, the Corn Roast, and the Wassail, inspires citizens to truly have a sense of ownership of and investment in those public green spaces in ways that few other activities could.

Plan for Emergencies Including Climate Change Short and Long Term: Both the Orchard and the Commons educate and inspire multiple generations of residents to learn about and practice local food production which increases our resiliency to potential emergencies. Since its inception, the Commons has been managed to also serve as a demonstration site for food plants that are suited to our current and changing dry-summer climate, as well as for sustainable gardening practices. The Community Orchard design included also permaculture design: slow decomposition of buried wood debris in *Hugelkultur* beds acts as natural rainwater 'batteries' to conserve resources and protect against dry years while warming soil and extending the growing season.

How many will benefit from the project or program? All park users: it's in a public park therefore open to everyone

Percentage of Greater Victoria Residents?

100%

Who is your target audience? Residents from all over the City come to harvest here. School groups and all community members will benefit from the information provided on the signage.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$9002_____ Amount Requested \$5500_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$3502_____

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
City of Victoria			\$5,500.00

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Houston Sign	Claudette Campbell	(250) 385-9993	\$522.00

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
VWCA/VWFSC	Robin Rombs	foodsecurity@victoriawest.ca	\$210.00
VWFSC coordination	Patti Parkhouse	250-686-0856	\$500.00
VWFSC volunteers	Patti Parkhouse	250-686-0856	\$1,200.00

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
(independent graphic designer)	Claudette Campbell	(250) 385-9993	\$420.00
Uvic Permaculture students	Hannah Roesler		\$300.00
Eco-Sense	Gord Baird	(250) 478-2680	\$150.00
Local businesses (Spiral Cafe, Fry's Bakery, Save-on-Foods)			\$200.00

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$3502_____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without the City of Victoria's financial contribution, the aims of the project for this year would have to be scaled back dramatically. Priority is cob bench repair and construction of a sheltering roof to protect the community (and City) social asset. Some signage might be possible, but it would be less professional and less thorough: public awareness and education, and the aims of providing a public food resource, would be diminished.

In terms of meeting the City of Victoria strategic plan goals, specifically 'Enhance and Steward Public Spaces, Green Spaces and Food Systems', would be compromised.

SECTION 6. PROJECT OR PROGRAM TIMELINEProject or program dates From: August 2015 To: May, 2016Project or program location: Banfield Commons and Banfield Park Community Orchard, in Banfield Park, Vic West

Project or program timeline and major milestones.

August 2015	Public design event for shelter
August 2015	Build cob bench shelter
August 2015	Repair cob bench
October – December 2015	UVIC student project to develop sign content
January -March 2016	Finalize sign content/design – public event, submit to City for approval
March-April 2016	Houston Signs construct signs
May 2016	Install signs + unveiling event

SECTION 7. PROJECT OR PROGRAM VOLUNTEERINGHow many volunteers will work on this project or program? 30 Total volunteer hours required: 135Can the project or program occur without volunteer support? ☐ Yes ☒ No**SECTION 8. PUBLIC ACKNOWLEDGEMENT**

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website ☒ Newsletter
☒ Social Media ☒ Annual Report
☐ Sponsor Plaque
☐ Newspaper Advertisement
☒ Other City of Victoria logo on signage in Banfield Commons and Banfield Park Community Orchard

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

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- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Bernie Gaudet Position: President - VWCAName: Bernie Gaudet Date: June 26 / 2015

VWCA-VW Food Security Collective - Banfield Commons and Community Orchard Enhancement grant budget - 20150625

Item	Expense	In-kind donation	Total
Cob bench shelter design - 2hrs @ \$75 (professional consultation)		150	150
shelter materials	1000		1000
shelter labour			
10hrs @ \$35(professional)			
20hrs@\$15 (volunteer)	350	300	650
cob bench repair materials	478		478
cob bench repair labour			
6hrs@ \$35 (professional)			
12hrs @ \$15 (volunteer)	210	180	390
Information signs materials (\$3484-15% donation)	2962	522	3484
Information signs graphic design			
8hrs@\$60 (professional)		420	420
Information signs content work - 20 hrs @\$15 (student project)		300	300
Community consultation/design events			
3 events - 16hrs (4 volunteers 4hrs for each event) @\$15			
refreshments donations (\$200)		920	920
Project Management - 6hrs @\$35		210	210
Project Coordination - 20 hrs@\$25		500	500
VWCA Administration cost 10%	500		500
Total	5500	3502	9002

Complete Application Form in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Johanne Thompson Telephone: 250-590-8922

Mailing Address: 521 Craigflower Road Email: coordinator@victoriawest.ca

Are you in arrears with the City of Victoria? ☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Victoria West Community Association

Mailing Address: 521 Craigflower Road

Contact Person: Bernie Gaudet Email: president@victoriawest.ca Telephone: _____

Registered under the *Society Act* or *registered Charity*? ☒ Yes ☐ No Society/Charity Registration Number: S-8974

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Raised Garden Beds for Victoria West Community Centre

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program and why the grant is needed, and how it aligns with or supports the *enhancement and steward of public spaces, green spaces, and food systems* strategic plan objective.

The Victoria West Community Centre requests funding to build raised garden beds on its rear balcony in order to provide programming to the Preschool and Before and After School Care, and Adult Day Programs for those with Developmental Disabilities that utilize the Centre. Groups that utilize a garden bed will be asked to plant an additional row in a Community Raised Bed. The harvest from this bed can be picked or given to anyone that may need food, or used in programming at the Centre.

If there are no community groups that are wanting to use the beds, they can be offered to members of the Victoria West Community as additional garden space.

Funds would be used for construction materials, wood, nails, locking castors, soil, seeds, plants and fertilizer.

The Victoria West Community Centre Manager has had discussions with Facilities and Parks and received permission to construct the beds on the back patio.

How many people will benefit from the project or program? 45 Percentage of Greater Victoria Residents? 100 %

What target audience will benefit? Children, Youth, and Adults

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 750.00 Amount Requested \$ 500.00

How much is the organization contributing? \$ 250.00

SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: August 2015 Expected Completion Date: September 2015

Project or program Location: Victoria West Community Centre

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10

Total volunteer hours required: 150

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Johanne Thompson
Signature of individual

Community centre manager
Relationship to support organization (if applicable)

Johanne Thompson
Name

June 26/15
Date

Bernie Gaudet
Signature of authorized officer of support organization

President - VWCA
Position

Bernie Gaudet
Name

June 26/2015
Date

Complete **Application Form** in its entirety and email to grants@victoria.ca

SECTION 1. CONTACT INFORMATION

Individual Name: Robin Rombs, Patti Parkhouse

Telephone: 250 383-0689

Mailing Address: 521 Craigflower Rd, Victoria, BC, V9A 6Z5

Email: vicwestgarden@yahoo.ca

foodsecurity@victoria.ca

Are you in arrears with the City of Victoria?

☐ Yes ☒ No

SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Victoria West Community Association – Food Security Collective

Mailing Address: 521 Craigflower Rd, Victoria, BC, V9A 6Z5

Contact Person: Robin Rombs

Email: foodsecurity@victoria.ca

Telephone: 250 383-0689

Registered under the *Society Act* or *registered Charity*? ☒ Yes ☐ No Society/Charity Registration Number: S-8974

SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Banfield Commons Community Garden irrigation installation

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program and why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

Banfield Commons is a community garden open to public harvest in Banfield Park, Victoria West. Banfield Commons has operated under a license agreement with the City of Victoria in compliance with the Community Garden Policy since 2006. The garden is a permaculture food forest providing 9 months harvest from fruit trees, shrubs, perennial food plants, culinary and medicinal herbs.

Currently the Commons garden is irrigated by volunteers hand-watering, but to reach its full potential for food production and follow sustainable best-practices for water use, a drip irrigation system is needed. This would: reduce demand on volunteers; make more efficient use of City water; adhere to CRD watering best practices; ensure healthy, publicly-accessible food resources; contribute to meeting the VWCA Sustainability value: "The social, environmental and economic health and vitality of the community is enhanced by VWCA activities and initiatives."

The original concept of drought tolerant garden would remain even with irrigation, but given the change in our climate over the past few years some regular supplement water is needed: the change was sooner and more drastic that we thought!

The garden was designed to demonstrate sustainable public food production that addresses climate change.

How many people will benefit from the project or program? All park users: it's a public park therefore open to everyone.

Percentage of Greater Victoria Residents?

100%

What target audience will benefit? Residents from all over the City come to harvest here.

SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 950

Amount Requested \$ 500

How much is the organization contributing? \$450

SECTION 5. PROJECT OR PROGRAM TIMELINEStart Date: August 15, 2015Expected Completion Date: August 30, 2015Project or program Location: Banfield Commons, Banfield Park, Victoria West**SECTION 6. PROJECT OR PROGRAM VOLUNTEERING**How many volunteers will work on this project or program? 5 Total volunteer hours required: 30 hrsCan the project or program occur without volunteer support? ☐ Yes ☒ No**SECTION 7. PUBLIC ACKNOWLEDGEMENT**

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

☒ Website☐ Newspaper Advertisement☒ Social Media☒ Newsletter☐ Sponsor Plaque☒ Annual Report☒ Other word of mouth, civic goodwill**SECTION 8. DECLARATION**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

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- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Robin Rombs

Signature of individual

Robin Rombs

Name

Bernie Gaudet

Signature of authorized officer of support organization

Bernie Gaudet

Name

Director

Relationship to support organization (if applicable)

June 24 / 2015

Date

President - Victoria West Community Association

Position

June 26 / 2015

Date



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

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Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Viva Youth Choirs Society of Victoria

Mailing Address: 1273 Fort St. Victoria BC V8V 3L4

Contact Person: Diane McWilliams - GM

Email: gm@vivavoices.ca

Telephone: 250.472.2655

Website: vivavoices.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☒ No

Society Registration Number: S-32040

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: 85978 9737 RR0001

Organization mission/mandate

Viva exists to enrich the lives of the singers, their families and the community. Our youth are encouraged to attain musical excellence; develop commitment, confidence, and self-discipline; experience the beauty of folk and art music; and bring joy to themselves and to their audiences. Viva believes that music should be available to all children in all forms and that this "artistic nutrition" promotes health through its emotional and physical expression.

Brief history and role in benefitting residents of Greater Victoria

Since its founding in 1988, Viva has provided excellence in choral practice and numerous exciting performance opportunities using musical repertoire which inspires and empowers children in Victoria. These experiences promote the understanding of music and culture from around the world, increase confidence and citizenship amongst our singers and fulfill an overall need for excellence through a love of music. Skilled teachers continue to share their passion and knowledge from a wide range of personal experience.

How many paid staff at organization? Full Time: _____ Part Time: 4 _____

How many volunteer staff at organization? 10 _____ Total volunteer hours: +300 _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$54,550.00 for 2015/2016

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
BC Community Gaming Grant	10,000 (pending)	Conductors and Accompanists
CRD Arts Development	9,000 (pending)	Music arrangements and general manager
BC Arts Council	6,500 (pending)	Programs and workshops
Musical workshops	2,000 (pending)	Bursaries
Membership Dues, Fund raising, etc	15,800 (pending)	Performance, venue rentals, promotion, office etc

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Personal Development for Youth through Musical, Choral and Instrumental Education

Brief description of the project or program and why the grant is needed.

Through the universal language of music, Viva creates unique growth opportunities for youth in the areas of self-confidence, leadership, teamwork and community spirit. Through the eyes of inclusivity and collaboration we continue to discover and explore new opportunities for recruitment, repertoire, and performance. During each season, all levels of Viva Voices perform together in two main concerts. In addition, the ensembles attend a mandatory music workshop in each term; participate in school tours in District 61 to share their talents with other youth; engage in community outreach programs to connect with seniors in care facilities or to support civic events; and take part in combined performances with other arts organizations – both youth and adult choirs as well as instrumentalists – to become aware of a range of artistic expression.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> (x) Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> (x) Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> (x) Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> (x) Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> (x) Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> (x) Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Our goals and strategic plan connect and integrate with many of the City of Victoria's objectives in the areas identified above, sharing in the idea that nurturing the Arts by engaging the Community will lead to Social Inclusion and Community Wellness. Youth who have had exposure to and experience in the Arts will enrich our social composition for future generations.

- Empower neighborhood residents, place makers and others to lead and implement projects. As a not for profit organization we rely on volunteers to make it all work. This provides leadership opportunities within the community as a whole and within the musical communities specifically.
- More youth are engaged in City programs, civic issues, and the broader community. (Ongoing) By providing bursaries where there is financial hardship we are able to open doors to more youth.
- Support for arts and culture is increased, inclusive and strategic.
- Improved relationship with nearby First Nations. (Ongoing) We focus on all forms of music from all cultures. Exploring the musical opportunities that arise from the traditions of our First Nations peoples in a natural inclusion of our vision.
- Economic Development. While small, the inclusive nature of our programs brings increased revenue opportunities for music teachers in our communities, conductors, music retail outlets, property / facility rental, recording studios and technicians, and much, much more.

How many will benefit from the project or program? Direct benefits to our Viva Youth, families, audiences, community members, indirect benefit to our audiences that total in the 10,000 - 12,000 when things like the Annual City Santa Parade is factored in.

Percentage of Greater Victoria 2-3 % _____ %



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Who is your target audience? Residents of Greater Victoria



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$54,500. Amount Requested \$8,500.

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 17.6 %

How much is the organization contributing to this project or program? \$19,875.00

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Community Gaming Grant		250.387.5311	10,000
CRD – Arts Development	James Lam	250.360.3000	9,000
BC Arts Council	Monique LacerteRoth	250.356.1718	6,500

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Thrifty Foods	Kyja Levitt	250.483.1715	1,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Red Barn Market	Russ Benwell	250.479.7920	75.00
Fairway Foods	Jennifer Loo	250.385.4814	100.00

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 26,675

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If Viva Youth Voices does not receive full funding, the projects within the program which include the involvement of instrumentalists and the rental of various instruments and equipment will not be undertaken.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Aug. 15, 2015 To: August 15, 2016

Project or program location: Victoria

Project or program timeline and major milestones.

Date	Milestone
Aug 15, 2015	Preparation of members registration forms, organization of music, schedules, uniforms for singers, venue bookings, Facebook and website updates.
First week of September	Placement interviews and auditions
September 7, 2015	First rehearsal with all singers and instrumentalists
October 23, 2015	Provincial Pro-D Day Workshop – guest clinician
December, 2015	Tentative concert with “Tenors” at Royal or MacPherson, Sing-out at Elder Care Facilities
December 2015	Santa Parade
January 9, 2016	Winter Concert
April, 2016	Schools Tours, Greater Victoria Performance Arts Festival, Spring Concert, sing-out at Elder Care Facilities.
June 2016	Final concert
July and August 2016	Week-long summer camps

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 600

Can the project or program occur without volunteer support? ☐ Yes ☐ No No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input type="checkbox"/> Website Yes | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media Yes | <input type="checkbox"/> Newsletter Yes |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report Yes |
| <input type="checkbox"/> Other <u>concert posters and programs</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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Signature: Dola Dubé

Position: President

Name: Dola Dubé

Date: June 25, 2015

Viva Youth Choirs Society of Victoria
Operating Fund/Programme Budget
September 1, 2015 - August 31, 2016

**2015-2016
Proposed Budget**

Income

Donations/Grants	
BC Gaming	10,000.00
CRD Arts	9,000.00
City of Victoria	8,500.00
BC Arts Council	6,500.00
Donations - individual	450.00
Total Donations/Grants	\$ 34,450.00
 Event Income	
Concert sales	3,000.00
Music Workshops	2,000.00
Outreach to Elder Care Facilities	250.00
Total Event Income	\$ 5,250.00
Other Income	
Membership Dues	14,000.00
Bursaries & Promo discounts	-1,000.00
Riser Rentals	575.00
Fund-raising	1,000.00
Uniform Income	50.00
In-Kind	175.00
Total Other Income	14,800.00
Total Income	\$ 54,500.00

Expenses

Accompanist	3,200.00
Choral workshop	900.00
Conductors - 2 choral 1 instrumental	12,000.00
Contract Music arrangement	4,000.00
Dues and Subscriptions	260.00
General Manager	8,000.00 admin. cost
In-Kind	175.00
Instrumental sessional musician support	4,000.00
Insurance	425.00
Music library	1,500.00
Music Equipment Rental	2,000.00
Office expenses	1,600.00 admin. cost
Payroll Expenses	1,500.00
Performance Expenses	2,000.00
Promotional (incl. print advert.)	3,000.00
Uniforms (costumes)	550.00
Venue Rentals	2,000.00
Victoria Foundation	390.00
Audio Equipment	7,000.00
Total Expenses	\$ 54,500.00



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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

X - Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**

X - Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: We Rage We Weep Alzheimer Foundation

Mailing Address: 707-828 Rupert Terrace Victoria, BC V8W 0A7

Contact Person: Marjorie Moulton

Email: drmmoulton@werageweweep.com

Telephone: 250-920-9573

Website: werageweweep.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? x Yes ☐ No

Society Registration Number: S-50138

Are you a registered Charity? x Yes ☐ No

Charity Registration Number: 80814 2277 RR0001

Organization mission/mandate

We Rage We Weep Alzheimer Foundation is a Victoria based independent Canadian Registered Charity. We support caregivers of those with Alzheimer's disease or related dementia. In doing so we fund, administer and/or market programs and services that:

- Make a difference in the day to day lives of caregivers and their loved ones, often a life partner or parent
- Are not currently available through statutory assistance but complement that already existing within the community

Thereby easing the burden of care giving - one family at a time.

The focus of the Foundation is to assist the 70% of people with Alzheimer Disease or related dementia who live at home cared for by family or friends, supporting aging in place, fighting loneliness and isolation. Our programs/services provide an atmosphere of acceptance and encouragement, build self-esteem and create support, security and happiness.

Brief history and role in benefitting residents of Greater Victoria

Since 2006 our organization has been assisting Victorians with dementia, their caregivers & families. We do so by funding & operating the following programs:

- **Project Lifesaver of Greater Victoria** – a VHF radio frequency technology based wander location and recovery program for seniors with dementia *bringing loved ones home!*
- **Arts & Alzheimer's** – an art and music participation program for seniors with dementia living at home with their caregivers *stimulating minds... supporting caregivers.*

How many paid staff at organization? Full Time: 0

Part Time: one

How many volunteer staff at organization? 30

Total volunteer hours: approximately 34 hours per week

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? 50,000



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What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Victoria Foundation	10,000	Project Lifesaver
Fenton Trust	20,000	Arts & Alzheimer's & Project Lifesaver
Vandekerkhove Family Foundation	5,000	Arts & Alzheimer's

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Arts & Alzheimer's

Brief description of the project or program and why the grant is needed.

Arts & Alzheimer's – an art and music participation program for seniors with dementia living at home with their caregivers stimulating minds... supporting caregivers. Dementia can affect a person's ability to communicate leaving them feeling lonely and isolated. Parts of the brain associated with the arts and music effect a deep response that can remain intact far into the disease. Arts & Alzheimer's engages the best practices of dementia care including socialization, meaningful activity, emotional/spiritual support, structured routine, and an expressive outlet even if the person is non-verbal.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Support for arts and culture is increased, inclusive and strategic - The Arts & Alzheimer's program offers its art & music participation sessions twice a week for 2 hours. The first hour is devoted to a creative art project which changes week to week followed by an hour of music, singing and sharing. Additional arts related activities and events such as music, dance, opera, symphony, theater and specialized art gallery tours are incorporated throughout the year. Our focus is those 70% of dementia clients still living at home with a caregiver who may not otherwise have access or opportunity to enjoy the arts.



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Accessible health services are available for Victoria's most marginalized people - dementia persons often feel they can no longer integrate into their community due to their disease and caregivers are commonly too tired, overwhelmed and over worked to promote engagement. By providing a safe, welcoming, encouraging environment in which to self express and re-connect for both those with dementia and their caregivers we have seen these social challenges overcome. Re-engagement follows.

Enhanced quality of life - The Arts & Alzheimer's program is for persons with all stages of Alzheimer's or related dementia as well as those who have been artists or musicians and those who have not.

Clients with Alzheimer's or related dementia

- Enjoy freedom of expression, social interaction, cultivation of new or renewed talents, increased confidence, self-esteem, a sense of purpose and pride of accomplishment

Caregivers/Families

- Receive a respite from care taking duties and support from one another

Artists & Musicians

- Utilize their skill to foster expression, connection and joy through art and music

Community

- Experiences the continued participation and contributions of those with dementia

City's seniors' facilities have grown their memberships by 50% - By operating our programs through Silver Thread Service Senior Centers we are drawing in more people to the centers thus promoting & encouraging their participation & membership in senior centers.

How many will benefit from the project or program? 75 Percentage of Greater Victoria Residents? 100%

Who is your target audience? Seniors with dementia, their caregivers & families

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$25,000 Amount Requested \$5,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$500 equivalent in weekly in volunteer hours

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

X In-Kind contributions



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Organization Name	Contact Person	Phone Number	Amount
Louise Rose - Musician	Louise Rose	250-386-4467	300

X Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Silver Threads Service	Tracy Ryan	250-382-3151	2,000

X Other

Organization Name	Contact Person	Phone Number	Amount
Fenton Trust	Evelyn Kolic	250-953-5972	20,000
Vandekerkhove Foundation		alacanastu@aktiv.com	5,000

Grand Total of Other Funding Sources \$ 27,300

Partial funding may be available. Will the project occur without full funding by the grant? X Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

Our program can go forward without the full funding of this grant request. We may, however; depending on the outcome of other grants & the success of fundraising activities need to scale back the number of people we serve in the program to match a more limited budget. Or we may need to reduce the numbers of days or locations in which we run the program.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sep 1, 2015 To: Dec 31, 2015

Project or program location: Silver Threads Services Saanich & Victoria Centers

Project or program timeline and major milestones.

Date	Milestone
April 2011	Program pilot began with just 10 clients, one location, once a week for 8 weeks of year
April 2012	Expanded to 10 weeks a year
Sep 2012	Expanded to second location operating 2 days a week for 2 hours each, 10 weeks of year
2015	Served over 65 clients, caregivers & families, operated 9 months of year, 2 locations, 2 days a week for 2 hours each session

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: approximately 32

Can the project or program occur without volunteer support? ☐ Yes x No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- X Website
X Social Media

☐ Sponsor Plaque



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☒ Other marketing materials

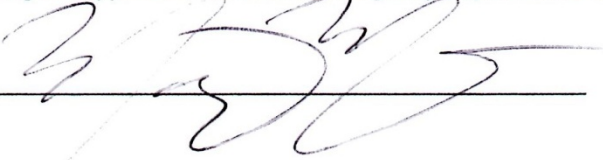
☐ Newspaper Advertisement
☒ Newsletter

☐ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Executive Director

Name: Marjorie Moulton

Date: Jun 22 / 2015



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Detailed expense breakdown for project or program

Please see below the details of the full Arts & Alzheimer’s budget. If you have any questions please let me know. Thanks very much.

Marketing	200.00
Venue (\$2000)	In-Kind
Art Supplies	250.00
Artists Honorariums	9000.00
Musicians Honorariums	9000.00
Refreshments	300.00
Program Operations	6000.00
Art Gallery & Admissions	250.00
 TOTAL	 25000.00



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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

Please see attached documents to email from the Victoria Immigrant and Refugee Centre

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Immigrant and Refugee Centre Society
Mailing Address: 3rd Floor, 637 Bay Street, Victoria BC Canada V8T 5L2
Contact Person: David Lau Email: david@vircs.bc.ca
Telephone: 250-361-9433 ext. 215 Website: www.vircs.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? X Yes Society Registration Number: S-24281
Are you a registered Charity? X Yes Charity Registration Number: 892568783RR0001
Organization mission/mandate

VIRCS' mission to "assist in the settlement and adjustment of immigrants and refugees in Canada and to provide services designed to increase the newcomers' participation in Canadian society by assisting the newcomer to overcome barriers".

Brief history and role in benefitting residents of Greater Victoria

For over 25 years, VIRCS has helped newcomers, immigrants, refugees residing in Greater Victoria learn about and access community and government services as well as enjoy the many amenities and services in their community. The residents of Greater Victoria benefit by accessing the services and amenities available in the city and the same time, contributing to the enhancement of the cultural diversity of Victoria.

How many paid staff at organization? Full Time: 13 _____ Part Time: 8 _____

How many volunteer staff at organization? ~275 volunteers annually _____ Total volunteer hours: ~12,000 hours annually _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? 1.225 million

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Government of Canada	\$516,000	Settlement Services
Provincial Government of BC	\$518,000	Employment Services / Youth Services
National and Regional Foundations	\$129,000	Children and Youth / Volunteer Services / Special Projects



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In-Kind Contributions / Membership/ Private Donations	\$58,000	Administration / Operations / Other Services
--	----------	--

Has the organization filed for bankruptcy or currently seeking credit protection? ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Welcome Gardens!

Brief description of the project or program and why the grant is needed.

Welcome Gardens! is a VIRCS settlement service project. It's overall goal is to engage Newcomers (immigrants and refugees) and Seniors (50+) in working and learning together in a household garden producing food for their families and community while promoting food security, belonging and engagement outcomes for participants. In addition, Welcome Gardens! facilitates the exchange and preservation of diverse horticultural knowledge and skills, enhances food literacy, and supports the establishment of a culturally diverse local food network.

Through VIRCS in-kind contributions and a Victoria Foundation grant, the Welcome Gardens! project was piloted for the 2015 growing season. To date, there are 40 Welcome Gardens! participants – 24 seniors, 16 newcomers and 15 volunteers ranging in age from 10 to 72 years old and from 10 different countries of origin. The # of participants can reach a maximum of 60 newcomers and seniors; registration is open and ongoing until the end September 2015.

The 40 Welcome Gardens! participants' are experienced and less experienced gardeners: working together in differing arrangements determined by the participants – some are working in pairs sharing a garden while others are working as a group in each others' gardens. The project is now participant driven and inspired: participants provide input into what resources are needed for the group and as individuals, how and where to share expertise and knowledge (i.e. workshop format, informal learning groups, gather at inside meeting spaces or hosting garden-side demonstrations and assistance), and participants make their own decisions as to how and who works together. Participation is voluntary and the expectations of participation (guidelines) have been derived by the group and the project coordinator – can be informally added to and or amended at group meetings. **Please see attached .pdf document of article included in pulse magazine, summer 2015 edition.**

One of Welcome Gardens! project's objectives for next season are to engage and support the current project participants and recruit up to a minimum of 20 new participants; at least 15 participants within the Greater Victoria area through the community outreach efforts of this years participants and the project coordinator.

The City of Victoria grant is needed to provide financial support for participants to continuing working together during the 2016 growing season as well as expand the project's outreach capacity through volunteer activity; with an objective to actively recruit and engage a new group of participants within the Greater Victoria and surrounding areas.

The City of Victoria grant would be allocated to:

- the purchase of food production essentials such as seeds, soil and soil amendments, fertilizers, mulches and watering equipment for current and next year (2016 growing season) participants (60+ ppl);
- supplies / bus tickets for participants (up to 20 ppl) to attend garden work / planning meetings and 3 groups of participants (up to 8 ppl) to do community outreach presentations to senior/newcomer/community agencies and local community events (6-8 events);
- and, supplies to deliver workshops to the broader community and host garden-side demonstrations / cultural foods workshops.



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Does this project or program impact public space? ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports. **The objectives listed are the objectives that apply to the Welcome Gardens! project.**

- ☐ Engage and Empower the Community
- ☐ Facilitate Social Inclusion and Community Wellness
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems
- ☐ Plan for Emergencies Including Climate Change Short and Long Term

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Welcome Gardens! project's activities support people of different ages and diverse food cultures in sharing time, horticultural knowledge and resources with each other and with their community (Engage and Empower the Community / Enhancing Food Systems). In addition, Newcomers and Seniors realize opportunities to:

- participate and contribute to social and cultural activities (Facilitates Social Inclusion / Community Wellness and social production);
- increase the number of personal and social interactions (Engaging / Empowering groups of community members who are often isolated or experiencing barriers to participating more fully in their community);
- expand their food literacy and awareness / connections to Greater Victoria food security initiatives and resources (Community Wellness);
- share resources and horticultural skills that help them grow food for themselves and their families: and, share work maintaining their gardens (Plan for Emergencies – establishment of community food networks and community food production sites).

The project also provides an opportunity for Newcomers to realize the benefits of daily interactions with Seniors that were an integral part of community life before coming to Canada, such as multi-generational friendships and mentorship by Seniors. Seniors are provided with an opportunity to mentor Newcomers in learning what foods can grow locally as well as assist them in enhancing their knowledge of community gardening resources and support as well as attachment to community food initiatives and other volunteer networks (Engagement and Community Wellness / Facilitate Social Inclusion)

Providing and supporting local food production / literacy learning opportunities for both groups and their families as well as through "show and share your food culture" facilitates an increase in food literacy (addresses barriers Newcomers face in making and preparing healthy food choices and alternatives to preferred food) and broadens food production knowledge when Newcomers are able to share their knowledge and expertise (Facilitate Social Inclusion / Community Wellbeing).

Establishing teams based on geographic location to each other, generating a collective resource pool among the participants, and providing bus tickets makes the activity of growing food more affordable: time, space and costs are shared among or subsidized for vulnerable people who are on limited incomes. The activities mentioned also minimize the stigma attached to food charity (Newcomers often "self-exclude" themselves from these food security options) by providing opportunities to work with donated resources and contribute back into the group (Facilitates Social Inclusion / Community Wellbeing).

How many will benefit from the project or program? More than 200 - At least 60 – 80 participants, their families and other community members

Percentage of Greater Victoria Residents? At least 60%



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Who is your target audience? Seniors, Newcomers (immigrants), Adults, Children and Youth throughout Greater Victoria and the surrounding areas.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$19,208_____ Amount Requested \$12,000_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 17.6_____%

How much is the organization contributing to this project or program? \$5,308_____

Please indicate the funding sources for this application:

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Saanich Volunteers	Gail Snider Executive Director	250-595-8008	\$1100.00

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
SHOAL Activity Centre	Anna Hudson Coordinator of Activities	250-656-5537	\$800.00

Grand Total of Other Funding Sources \$1,900.00_____

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

While VIRCS will continue to provide in-kind administrative and project coordination contributions, alternative funding sources for garden supplies and participant / volunteer activities will be required after October 1, 2015. Partial funding will impact negatively on the Welcome Gardens! project's ability to provide support to this year's participants who want to continue through into the next growing season and as well as recruiting, supporting and engaging an additional 20 new participants.

Welcome Gardens! capacity to provide continuing to support an established group of participants who have generated a collective pool of knowledge and resources among their group will be significantly diminished.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Please see attached Welcome Gardens! activity and work plan.

Project or program dates From: January 2016 To: October 2016

Project or program location: VIRCS offices – Project activities – Victoria / Esquimalt / Saanich / Sydney

Project or program timeline and major milestones.

Date	Milestone
January 2016 – October 2016	2 nd Welcome Gardens! Project launched and implemented
January 2016 – April 2016	New participant recruitment/ orientation / engaged. Volunteer outreach activities completed (20 new participants engaged).
February 2016 – June 2016	Participants paired / grouped and implementing garden work plans.
February 2016 – October 2016	Garden work plans Implemented.
February 2016 – April 2016	Participant learning workshops delivered.
April 2016 – October 2016	Garden-side gatherings and harvest celebration.
Jan 2016 – September 2016	Project monitoring and evaluation implemented and completed.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? ~ 40 participants + 20 project admin / event mgt volunteers

Total volunteer hours required: ~6,500

Can the project or program occur without volunteer support? ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

X Website
X Social Media

X Newsletter
X Annual Report

X Other All Welcome Gardens! promotional materials

SECTION 9. DECLARATION

PLEASE SEE SIGNED DECLARATION ON SEPARATE ATTACHED PDF FILE

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: _____

Name: _____

Date: _____

Welcome Gardens! 2016

(detailed breakdown of all expenses)

Project Administration	Amount	
	\$3,380.00	\$200/month for 10 months for office space; \$1380 for equipment and IT services
Project Activities		
<i>Project Coordinator wages</i>	\$8,400.00	10 hrs/wk*4weeks*10 months @ \$21.00 per hour
<i>Garden Work Plan Implementation</i>		
Promotion	\$400.00	printing costs for 250 posters + 300 brochures
Bus Tickets	\$1,800.00	2 tickets*3 times/month*40members*6months @ \$2.50 and 50% discount
Seeds	\$480.00	120 packets @\$4.00 each
Compost / manures	\$840.00	280 units@ \$3.00 / unit
Organic Fertilizer	\$280.00	40 units@\$7.00 / unit
Watering equipment	\$288.00	24 units of drip hose/sprinkler/nozzle @ \$12 each
Mulches	\$960.00	12 units @ \$80 each
Garden Journals	\$120.00	40 journals @ \$3 each
<i>Workshops & Gatherings</i>		
Space Rental	\$1,900.00	38 hrs@\$50/hr
Food & Supplies	\$360.00	18 events @\$20.00 /event
Total	\$19,208.00	

Welcome Gardens! Second Growing Season

Project Activities and Timelines: Start date / estimated end date - January 2016 – October 2016

Activities	Start	End	Comments
Project Administration <ul style="list-style-type: none"> Employ Project Coordinator for 10 hours per week for 38 weeks from project start of Jan 2016 to project end Sept 2016. Recruit 20 volunteers for 2 hours per week each. 	Jan 2016	Oct 2016	Project Coordinator main responsibilities: <ul style="list-style-type: none"> project administration; recruit Welcome Gardens! volunteers workshop / gathering delivery community resource liaison and engagement project monitoring and evaluation
New Participant Recruitment and Orientation <ul style="list-style-type: none"> Recruit / register / orientate up to 20 new participants. Administer participant preference questionnaires, waivers and agreements. Host 4- 6 Welcome Garden Information and Garden Planning workshops. Last season's participants to design, facilitate and deliver. Implement participation monitoring and tracking tools. 	Jan 2016	Apr 2016	Recruitment and engagement plan developed and actioned through pursuing referrals from: <ul style="list-style-type: none"> Welcome Gardens! participants, family and friends VIRCS staff and community networks Service agencies working with targeted population Community networks and outreach events.
Participant Pairing and Teams <ul style="list-style-type: none"> Seniors and Newcomers create matches based on preferences, resource needs and/ or geographical location to each other. Outreach and recruitment plan development – 3-4 meetings hosted. Track emerging issues and need for change changes through regular personal contact and informal surveys. 	Feb 2016	June 2016	Mutually satisfying pairing or grouping of participants – 2016 participation expectations and guidelines established. Outreach plan implemented. Community resources, services and amenities mapped and distributed to group of participants.
Garden Work Plan Implementation <ul style="list-style-type: none"> Participants actively engaged in implementation of garden work plans. Monitor and track garden work plan actions, emerging needs for resources and communication issues and through bi-weekly contact with pairs. Facilitate information sharing and connections to existing community / municipal tools and resources e.g. free food production workshops or LifeCycles' community initiatives. 	Feb 2016	Oct 2016	On-going support and tracking of issues provided through: <ul style="list-style-type: none"> bi-weekly contact of pairs / informal interviews 30 site visits (1 visit per pair) coordination of distribution of shared participant resources Participants Shared Garden Resources Pool lists gardening supplies and equipment participants are willing to share among themselves if and when needed.
Participants Learning Workshops <ul style="list-style-type: none"> Deliver 4 (3 hour) Welcome Gardens! learning workshops Workshops topic decided by participants and include : <ol style="list-style-type: none"> Respectful Communication / ESL issues Understanding Intercultural / Elders Issues Culturally Based Food Production / Food Culture Local Community / Food Security Initiatives / Volunteer Opportunities 	Feb 2016	April 2016	Learning workshops' purpose is to support and enhance: <ul style="list-style-type: none"> engagement of pairs / individual learning intercultural / ESL communications skills awareness of Newcomer and Elder issues sharing of food production choices and identifying locally grown alternatives
Garden-Side Gatherings and Harvest Celebration <ul style="list-style-type: none"> Deliver and host 3 – 6 garden side (3 hour) “share your knowledge and show your food culture” themed gatherings, Host 1 (6 hour) Harvest Celebration at end of Garden Work Plan implementation period. Community resource linkages Engagement of broader community 	April 2016	Oct 2016	Gatherings provides opportunities for participants to: <ul style="list-style-type: none"> share challenges and solutions successes and gardening stories re-assess garden work plans educate each other about cultural significance of foods / how to cook and eat culturally diverse food Harvest Celebration provides opportunity to: <ul style="list-style-type: none"> showcase and celebrate work done be recognized and honoured for contribution to the project, to each other and their community
Project Monitoring and Evaluation <ul style="list-style-type: none"> Collect data and information on project activities Implement 1 mid-project and end of project evaluation and participant satisfaction survey. 	Jan 2016	Sept 2016	<ul style="list-style-type: none"> Workshop / gatherings evaluation forms. Project evaluation / participant satisfaction questionnaires. Guided interviews / informal check – in



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correct. I agree to the following terms:

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- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

[Handwritten Signature]

Position: _____

EXECUTIVE DIR.

Name: _____

DAVID LAN

Date: _____

June 26, 2015



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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: **White Eagle Polish Association "Bialy Orzel"**

Mailing Address: _____

Contact Person: **Ewa Caputa** Email: **ecaputa@shaw.ca**

Telephone: **250 384 4759** Website: **<https://victoriapolishhall.wordpress.com/>**

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: **4429**

Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

Organization mission/mandate

To maintain our identity by enriching the fabric of Canadian ethnicity. Polish history base on respect for other cultures as multiculturalism is an integrated part of the Polish culture, is secreted with tradition of the old world. We build unity with a new country and our culture is a gift which we bring with us to our new country.

Brief history and role in benefitting residents of Greater Victoria

The Polish House (Polish Hall) was built in 1955 by a group of volunteers, WW II veterans of Polish origin. Since then, it serves both Polish community and the residents of our city. Today the Polish House is famous for the diversity of functions and events of the ethnic, cultural, culinary and entertainment and private nature.

How many paid staff at organization? Full Time: **0** Part Time: **2**

How many volunteer staff at organization? **70** Total volunteer hours: **500**

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? _____

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Hall rental	54351.85	Programs (Polish school, library, band) = hall maintenance (taxes, utilities, repairs, equipment. replacement)
Fund rising (lunches, dinners)	5313.5	Programs + reno
Others	1250	Programs + reno
Bar 5313.4		Programs



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Adapting the building for people with disabilities.**

Brief description of the project or program and why the grant is needed.

Polish house is an old building in which there is no elevator or adequate disabled-friendly devices, resulting in an exclusion of the older or disabled citizens from an opportunities to take part in organized events at the Polish Home.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead - yes | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems - yes |
| <input type="checkbox"/> Engage and Empower the Community - yes | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use - yes | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital - yes |
| <input type="checkbox"/> Build Financial Capacity of the Organization - yes | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development - yes | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term -yes |
| <input type="checkbox"/> Make Victoria More Affordable - yes | <input type="checkbox"/> Demonstrate Regional Leadership - yes |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness - yes | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Building adapted for use by elderly persons or with disabilities will be benefit all residents of the city without exclusions and limitations by allowing difference, creates better community integration,, enriches the urban culture scene.



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How many will benefit from the project or program? More then 1000 Percentage of Greater Victoria Residents? More then 1__%

Who is your target audience? Elderly or people with disabilities.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost **\$30000** Amount Requested **\$9995**

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: none ____%

How much is the organization contributing to this project or program? **\$ 20 000**

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
White Eagle Polish Association	Adolf Literowicz	250 8866855	10000

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
White Eagle Association	Grazyna Piekarcz	250 388 9730	10000

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$20000

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Our organization will postpone the realization of the project.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Oct. 2015 To: Oct 2016

Project or program location: Polish Hall, 90 Dock Street.

Project or program timeline and major milestones.

Date	Milestone
Oct/ Dec 2015	Tendering the project
Jan 2016	Choosing the project for the best price
Feb- June 2016	Bathroom for disable people on the both floors (done mostly by volunteers)
June-Oct	Lift construction

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: c. 450 h

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input type="checkbox"/> Website - yes | <input type="checkbox"/> Newspaper Advertisement - yes |
| <input type="checkbox"/> Social Media - yes | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque - yes | <input type="checkbox"/> Annual Report - yes |
| <input type="checkbox"/> Other <u>yes</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: _____

Name: Adolf Literowicz

Date: 26.06. 2015

White Eagle Association Elevator Project

Elevator	10000
Installation	2000
Bathroom adaptation	10000
Electrical job	1000
Ventilation :	7000
Total	30000



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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: AIDS Vancouver Island

Mailing Address: 3rd Floor Access Health Centre, 713 Johnson Street Victoria, BC, V8W 1M8

Contact Person: Shane Calder

Email: Shane.Calder@avi.org

Telephone: 250 384 2366

Website: www.avi.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☐ No

Society Registration Number: S 20925

Are you a registered Charity? ☐ Yes ☐ No

Charity Registration Number: 13064 2440 RR0001

Organization mission/mandate

AVI serves the needs of people infected and affected by HIV and hepatitis C across Vancouver Island. We take evidence based action to prevent infection, provide support and reduce stigma. Our vision is of a world free of HIV and hepatitis C. Until that time, those most at risk in our community continue to be marginalized - not only by their disease, but also by stigma and discrimination, poverty, and despair. As we fight these diseases, we join with those we serve to provide services based on consideration and respect and to provide visibility and a voice in the community

Brief history and role in benefitting residents of Greater Victoria

AIDS Vancouver Island was founded at the beginning of the AIDS crisis. On September 17, 1985, five men (Wayne Cook, Don MacIvor, Roy Salonin, John Spencer, and Grant Sullivan) sat around a kitchen table and decided it was time to meet the challenge posed by the AIDS epidemic on Vancouver Island. These five men saw the growing need for accurate and up to date information and services relating to HIV/AIDS. That evening saw the birth of AIDS Vancouver Island (AVI), with the founders forming the first Board of Directors. The society was subsequently incorporated in BC and registered under certificate number S20925 on January 24, 1986 under the legal name the Vancouver Island AIDS Society.

The need for HIV/AIDS related programs and services has continued to grow. AVI programming has consistently responded to the changing nature of HIV while seeking the resources to expand and better target



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our services. The virus has progressively moved into the injection drug using population, Aboriginal peoples, women and youth. Increasingly, Hepatitis C has infected or coinfectd the people that AVI serves (the injection drug using population is particularly vulnerable with rates estimated to be as high 70%). AVI has continued to be a leader in the prevention of HIV and in the support and care for those infected and affected in Greater Victoria and across the Island.

How many paid staff at organization? Full Time: 21 _____ Part Time: 19 _____
How many volunteer staff at organization? 90 _____ Total volunteer hours: 6,000 _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 2.98 million

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
VIHA	\$1.6 million	Treatment and Support, Harm Reduction, Health Promotion and Community Development
PHAC	\$285,000	Mens' Wellness Program, Youth at Risk, Hep C Program
UW	\$188,000	Access Possibilities Program
MAC AIDS Fund	\$75,000	Nutrition Program, Harm Reduction Case Manager
BC Gaming	\$94,000	Nutrition Program, Volunteer Services, Hep C Services

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☐ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Community and Service User(s) Engagement Initiative

Brief description of the project or program and why the grant is needed.

This project seeks to ensure robust social inclusion in the City's social inclusion and community wellness objectives related to community wellness and Supervised Consumption Services (SCS) in Victoria by facilitating the active involvement of potential service users, as well as non-services users, in the planned City-led round table process. The meaningful inclusion of people who use illicit drugs is a best practice standard in harm reduction health care. As such, this project will help to ensure that the strategic goals related to SCS in Victoria are aligned with ethical ways of working with a population of local citizens who are socially isolated by stigma and discrimination. This project will further engage relevant health and social service agencies, neighbourhood associations, community organizations and University-based researchers to contribute to the creation of this essential part of the healthcare continuum.

The evidence to support SCS as a public health and social justice response to illicit drug use is overwhelming. The consequences of not having SCS for people who are using illicit drugs are costly,



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may incite disorder and social conflict, lead to poor health outcomes and chronic illness, and death from overdose. With the support and collaboration of the City of Victoria, AVI will ensure the community engagement necessary to see SCS provided to people who use illicit drugs in Victoria while ensuring the voices of potential service users are front and center in all the relevant discussions.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 7 of the City's 2015-2018 Strategic Plan is to "Facilitate Social Inclusion and Community Wellness" and includes an action item for 2015 to facilitate "a collaboration among Island Health, VicPD, the Yes2SCS campaign, and City of Victoria to create supervised consumption services embedded in a continuum of healthcare services, including harm reduction" with the goal of creating "accessible health services for Victoria's most marginalized people" by 2017

It is clear that the City of Victoria is committed to the establishment of SCS in a responsible and progressive manner. As such we see this project as furthering the intent of Objective 7 in the Strategic Plan, and the direction the Victoria City Council is taking on the ultimate goals of ending homelessness and increasing overall health and wellness for people who are marginalized by their health status. While the City of Victoria has long supported harm reduction services in principle, the inclusion of the Yes2SCS campaign in the strategic plan shows an awareness of the issue hitherto not achieved by previous Councils, and illustrates a desire to include the community, along with potential service users. AVI, in collaboration with the Yes2SCS campaign, is uniquely situated to bring a myriad of voice to this critical conversation and planning process in a coherent and understandable fashion.



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AVI has supported the Yes2SCS campaign from its inception and currently has two staff members sitting on the steering committee alongside front line service providers, service users, researchers, and community advocates. The Public Engagement Committee (PEC) and the Peer Advisory Committee (PAC) represent the two most active of the campaigns committees and will facilitate the bulk of this project. AVI will be the grant holder and will collaborate with the Yes2scs campaign to realize this vital, yet unrealized health initiative.

The City has an interest in seeing this issue move forward decisively by bringing the relevant stakeholders together in a manner that will produce effective decision making based on the evidence at hand. AVI and the Yes2SCS campaign are not only able to bring the necessary voices to the discussion but will also be able to bring forth the relevant research and data necessary to make educated and informed decisions. Therefore our decision making process need not be based solely on our shared moral prerogative to end preventable illness and death from drug use, but from sound peer reviewed data.

AVI supports the goals of the community-driven Yes2SCS campaign, as well as the City's objectives around establishing SCS. AVI currently provides harm reduction health care to over 2500 individuals who access safer drug use and safer sex supplies, information and support, many of whom are homeless or unstably housed, living in poverty and engaging in public drug use. The health of our city could best be judged by the health and well-being of its most vulnerable citizens. The incidences of public drug use, discarded drug use paraphernalia, and challenging behaviours related to sleep deprivation and mental illness often exacerbated by drug use, are phenomena that strain the vitality of a community and creates social conflict between those seen as being the cause of the 'problem' and those caught in the middle. SCS do not just increase the quality of life for the service users but for all who enjoy the downtown core and would seek a cessation to the problem of chronic open drug use, sickness, and death from overdose. On a related note, a reduction of discarded drug paraphernalia will make a small yet significant dent in the work of the City, the DVBA, and related social service agencies to keep our city streets clean and inviting.

AVI has a long standing and productive relationship with the City of Victoria and its residents. In the nearly 30 years of community service in Victoria, AVI has spearheaded what could once have been considered controversial health services, but are now tried and true elements of essential health care



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for many of Victoria's residents. There have been numerous occasions over the years where the City of Victoria and AVI have supported one another's initiatives and we hope that you will continue to do so once again.

How many will benefit from the project or program?

AVI's Harm Reduction Services has roughly 2500 unique clients, larger than the national average of .04% of the general population who inject drugs. We feel it is fair to assume that this number could not be a complete total of Victoria's injection drug users as this number represents only those who have an active account with the agency. Further, the benefits of this project could have sweeping implications to numerous groups and individuals whether they be locals or tourists. Frustrated small business owners, city workers picking up paraphernalia, shoppers wondering if they should call 911 not knowing what else to do or who else to call. Removing public drug use from city streets benefits everyone, particularly those accessing the service who rarely finds a place to be that is welcoming, respectful and wholly useful to their particular needs.

Percentage of Greater Victoria Residents? 100%

Comprehensive harm reduction services, including SCS, are a recognized public health services, benefiting the health and wellbeing not only of those accessing services but also the population's health.

Who is your target audience? _

There are two distinct audiences we will be targeted as a part of this project.

1. People who would use SCS: The Yes2SCS Peer Advisory Committee (PAC) engages people who use drugs and who would use and benefit from the establishment of SCS. The work of the PAC is currently supported by a Peer Coordinator, and this person will continue to engage and elicit the input and involvement of people who use drugs via surveys, focus groups, regular meetings and consultations.
2. Non-service users: The Yes2SCS Public Engagement Committee (PEC) engages local residents, management and staff of relevant health and social service agencies, the local business community, and neighbourhood associations to elicit support and feedback around the establishment of SCS. The PEC Coordinator will gather this information and report back to the City of Victoria's roundtable discussion on this issue.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost **\$118,964** Amount Requested **\$73,744**

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: **18%%**

How much is the organization contributing to this project or program? **\$16600**

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Society of Living Illicit Drug Users	Jill Cater	250 298-9497	\$9,120
AIDS Vancouver Island	Katrina Jensen	250 384 2366	\$6,600
Yes2SCS campaign	Heather Hobbs	778 679 2602	\$8,000

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Vancouver Foundation	Prof. Bruce Wallace	250 721-6275	\$10 000
Aids Vancouver Island	Katrina Jensen	See above	\$10 000
United way	Kristen Kvacic	250-384-2366	\$2,970
Mac AIDS	Jill Cater	See above	\$2,970
Vancouver Island Public Interest Research Group	Stephanie Hartman	250 472-4386	\$1,000
Profession Employees Association	Scott McCannell	250 385-8791	\$500

Grand Total of Other Funding Sources: **\$45,220**



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2015 Strategic Plan Grant Application Form

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

If we do not receive full funding we will not precede with as rich a community engagement process, in favour of facilitating the voices of service users. We would eliminate talking to neighborhood associations, local businesses, and non-essential community groups.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 14th 2015 To: September 30th 2016

Project or program location: Victoria/AIDS Vancouver Island/Community

Project or program timeline and major milestones.

Date	Milestone
October 5 th 2015	<ul style="list-style-type: none">• Structure of the City Roundtable on SCS completed with relevant organizations invited• Peer Advisory Committee sets goals and priorities for the coming year including professional development needs• Relevant Victoria based groups and agencies contacted for SCS presentation by members of the Peer Advisory Committee• Presentation to community groups begin• Report compiled for the City sponsored roundtable members on current status of SCS in Canada and Victoria• Rotating Neighbourhood forums begin• Workshops to front line service providers begin• Solicit letter of support for the exemption
December 14 th 2015	<ul style="list-style-type: none">• Rotating Neighbourhood forums continue• Meetings of the City Sponsored Roundtable continues• First draft of section 56 exemption completed and presented to Roundtable members• Begin giving SCS presentations and workshops to front line service providers (Our place, Pacifica, Cool Aid Society, Rock Bay Landing and Cool Aid Society staff generally)• Community dinners sponsored by the Peer Advisory Committee continue to illicit service users feed back• Peer led SCS presentation to community groups continue• Peer based education and capacity building workshops continue• Community dinner and open house
February 22 nd 2016	<ul style="list-style-type: none">• Peer led SCS presentation to community groups continue• Rotating Neighbourhood forums continue• Meetings of the City Sponsored Roundtable continues• Peer led SCS presentation to community groups continue• Workshops to front line service providers continue



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	<ul style="list-style-type: none">• Monthly Community Dinner and open house continues• Report presented to city roundtable summarizing community input• Peer based capacity building workshops continue
April 25, 2016	<ul style="list-style-type: none">• Second draft of section 56 exemption presented to roundtable• All abovementioned community engagement processes and roundtable meetings continue• Community Dinner and open house•
June 30, 2016	<ul style="list-style-type: none">• All above mentioned community engagement process and peer education sessions to continue• Third draft of section 56 exemption completed and presented to roundtable
September 2016	<ul style="list-style-type: none">• Plan for the second phase of the three year goal completed and presented to roundtable

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-20 Total volunteer hours required: 20 per week

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>All Public Engagement Events</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Katrina Jensen

Position: Executive Director

Name: Katrina Jensen

Date: _____

Budget

Community and Service User(s) Engagement Initiative

September 14th 2015-September 30th 2016

Wages

Peer Advisory Committee Coordinator:

\$20/hr x 7.5 hour day x 3 days a week for 52 weeks = **\$ 23,400**

Public engagement Coordinator:

20/hr x 7.5 hour day x 3 days a week for 52 weeks = **\$23,400**

Peer Advisory Committee

Honourarium: 10 members/\$20 per 2 hour meeting/22 meetings = \$4,200

Food: \$30 per meeting = \$660

Travel (bus tickets) = \$495

Total= \$5,355

SCS agency presentations

2 presentations a month for 32 weeks = 64 presentations

Honourarium for presenters: \$30/2 presenters/64 presentation

Total= \$3,840

SCS Community Forums, Dinner, and Open Houses

1 event a month to be given in various Victoria Neighbourhoods

Hall rental: \$3000

Food: \$2500

Material costs: \$1000

Total=\$6,500

Administrative Support (@18%)

Total: \$11,249

Over all Total = \$73,744

Note: This budget represents one year of a three year project represented by the inclusion of this item in the 2015-2018 City of Victoria Strategic Plan.



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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Central Middle School PAC c/o SD61

Mailing Address: 1280 Fort Street, Victoria, BC, V8V3L2

Contact Person: Kathie Cross

Email: kcross@sd61.bc.ca (wk) Kathie@shaw.ca (hm)

Telephone: 250-386-3591 (wk) 250-888-9496 (cell)

Website: _____

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☒ No

Society Registration Number: _____

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 106799927RR0001

Organization mission/mandate

CMS PAC, in coordination with the school organization is committed to enhancing the academic achievement, social development, emotional wellbeing, and physical health of the students at Central. We work collaboratively to ensure that the students and community at Central have resources and opportunities that help them develop as optimally as possible.

Brief history and role in benefitting residents of Greater Victoria

Established in 1853, Central is the longest standing educational site east of Winnipeg and north of San Francisco. We have 540 students with 47% living in poverty. We serve the children of 2 socio-economic populations within the City – those from relative affluence and those from circumstances of poverty. We aim to develop each students potential to the best of their ability. We have a long history of working with aboriginal and immigrant students/families.

How many paid staff at organization? Full Time: 55 Part Time: 10

How many volunteer staff at organization? 40-50 Total volunteer hours: thousands!!

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$80,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Grants specific to projects		Enhancing playground facilities to promote health and wellbeing and to create a healthier school environment.

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



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SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Naturalized Playspace

Brief description of the project or program and why the grant is needed.

Our Project is a rain garden and greening of our playground. We have the funding for Stage 1 of the project (Naturalized playground and a bike lane). Stage 2 is the planting of 27 large caliper trees and the establishing of a rain garden with various types of shrubs, grasses and sedges. The grant is needed to allow for the purchase and planting of the trees and plants for the rain garden.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Make Victoria More Affordable | |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The rain garden will allow us to manage water that accumulates on our paved area at the front of the school and which currently impacts on the safety of the bike corridor. The rain garden is a steward water system that keeps surface water on our property responsibly. With the 2 outdoor classroom spaces in this project, educating our students about the necessity and value of caring for our environment will become part of our everyday culture. The planting of 27 trees on our property enhances the naturalized playground – the purpose of which is to facilitate social inclusion and community wellness. This project aims to mitigate the negative impacts of stress and anxiety by increasing access to natural environments. The value of trees is well documented – they are essential for our physical and mental health. Currently our field has no trees in the area that children play and gather. It is crucial that we add trees to this environment to provide shade and to create a welcoming and inclusive environment that reflects the value system of our school. Because we are “central-ly” located, our grounds are well-used during non-school hours by the general community. We believe the addition of 27 trees creates an “urban forest” within the boundaries of the City of Victoria and that this will become a destination for many residents.

How many will benefit from the project or program? 15000

Percentage of Greater Victoria Residents? 1%

Who is your target audience? The naturalized playground is on the field at Central Middle School so our immediate target audience is the 540 students who attend the school. Of course, their families are directly impacted as they also access the facility. During non-school time the field is well utilized by teams and the general public continuously so we are considering the larger community in our vision of this project. Outside of school hours our field and playground is very popular with local families, sports teams and clubs.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$21,963.70 Amount Requested \$17,663.70

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$2000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Toyota Evergreen	Lauren Roberts	416-596-1495 (ext 310)	\$1200.00

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
Private donation	Anonymous (donors request)		\$1100.00

Grand Total of Other Funding Sources \$ 2300.00

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We will plant all of the shrubs/grasses in the rain garden and as many trees that the funding will allow.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 11, 2015 To: September 7, 2015

Project or program location: 1280 Fort Street, Victoria, BC, V8V3L2

Project or program timeline and major milestones.

Date	Milestone
July 11, 2015	Excavation
July 13 – August 28	Construction
Sept 7, 2015	Opening

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 80

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>School sign</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Kathie Cross

Position: Youth & Family Counsellor

Name: Kathie Cross

Date: June 22, 2015

Canada Revenue Agency
Agence du revenu
du Canada

Canada

[Charities and Giving](#) > [Charities Listings](#) > [Search](#)

Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

The Board of Education of School District No. 61 (Greater Victoria)

BN/Registration Number: 106799927RR0001
Charity Status: Registered
Effective Date of Status: 1985-07-01
Sanction: N/A
Language of Correspondence: English
Designation Description: Charitable Organization
Charity Type: Education
Category: Teaching Institutions or Institutions of Learning
Address: 556 BOLESKINE RD.
City: VICTORIA
Province/Territory/Other: BRITISH COLUMBIA
Country: CA
Postal Code/Zip Code: V8Z1E8
Charity Email Address: N/A
Charity Web site Address: WWW.SD61.BC.CA

Registered Charity Information Return: [T3010 Return](#)

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[New search](#)

Date Modified: 2013-06-26



200 -524 Culduthel Road
Victoria, BC, V8Z 1G1
p 250.412-2891

Natural Playground at Central Middle School

Planting costs, as per landscape drawings, May 28, 2015

Plants (Includes bed / pit preparation, planting, staking & mulch finish for nursery stock)

TREES, SHRUBS, GRASSES AND SEDGES:	Qty.	Size	Unit Cost	Cost
Liquidambar styraciflua	27	5.0cm cal, b&b	\$ 450.00	\$ 12,150.00
Carex obnupta	26	#1 pot	\$ 10.00	\$ 260.00
Cistus x pulverulentus 'Sunset'	10	#2 pot	\$ 20.00	\$ 200.00
Cornus sanguinea 'Midwinter Fire'	9	#1 pot	\$ 10.00	\$ 90.00
Iris sibirica	6	#1 pot	\$ 10.00	\$ 60.00
Juncus 'Carmen's Grey'	18	Sp3	\$ 5.00	\$ 90.00
Lonicera pileata	32	#1 pot	\$ 10.00	\$ 320.00
Mahonia aquifolium	4	#2 pot	\$ 20.00	\$ 80.00
Miscanthus sinensis 'Adagio'	7	#1 pot	\$ 10.00	\$ 70.00
Spiraea japonica 'Little Princess'	20	#1 pot	\$ 10.00	\$ 200.00
Symphoricarpos alba	44	#1 pot	\$ 10.00	\$ 440.00
Sub-Total				\$ 13,960.00

denotes native plants on Evergreen's List

SOIL, MULCH, & GRASS:	Qty.	Units	Avg/unit cost	Cost
Growing Medium Planting Areas (300 mm Imported Growing Medium)	79	sq. m.	\$ 40.00	\$ 3,160.00
Growing Medium - Rain Garden (450 mm Imported Growing Medium)	39	sq. m.	\$ 50.00	\$ 1,950.00
Tree Mulch Rings (50 mm dep.)	20	sq. m.	\$ 6.50	\$ 130.00
Mulch Planted Areas (50 mm dep.)	118	sq. m.	\$ 6.50	\$ 767.00
Sub-Total				\$ 6,007.00

SUBTOTAL	\$	19,967.00
CONTINGENCY (10%)	\$	1,996.70
Total Estimate for Onsite Landscaping:	\$	21,963.70

date: June 19,2014

prepared by Scott Murdoch, RLA

Central Middle School PAC
Income / Expense
For Year-Ended 8/31/14

INCOME	
Fundraising Income	12,807.91
Gaming Income	10,580.00
Interest Income	19.05
TOTAL INCOME	23,406.96
EXPENSES	
Advertising	55.45
Bank Charge	10.00
Christmas Hampers	944.70
Enrichments	1,125.00
Field Trips	2,684.88
Fun Day	602.70
Fundraising	6,041.62
Library	1,784.00
Miscellaneous	234.86
Musical	500.00
PAC Admin	65.07
Staff Appreciation	563.36
Wishlist	4,424.09
TOTAL EXPENSES	19,035.73
OVERALL TOTAL	4,371.23

Janet Hawkins

From: Cross, Kathie <kcross@sd61.bc.ca>
Sent: Tuesday, Jul 21, 2015 5:27 PM
To: Public Hearings
Cc: Cross, Kathie
Subject: Answers to City of Victoria Councils' Questions - from Central Middle School

From: Public Hearings <PublicHearings@victoria.ca>
Sent: Thursday, July 16, 2015 3:13 PM
To: Cross, Kathie
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Central Middle School

1. Is your committee open to engaging with Fernwood and Rockland Neighbourhood Associations to determine how these improvements may have a general community benefit? (E.g.: use of greenways after school hours).

Our Committee is definitely willing and excited to engage with Fernwood and Rockland Neighbourhood Associations to explore how these improvements will impact on the general community. We have partnered with both Associations previously for the first part of this project and the only reason we didn't contact them about this particular aspect is due to time constraints. We only became aware of this funding opportunity at the beginning of June and so wanted to get our application for City of Victoria assistance in as quickly as possible. We experience that the school grounds are well used during non-school times but expect that this project will significantly enhance community usage. We are happy to involve both Neighbourhoods Associations and hope they will participate in our grand opening ceremony.

2. Is there a potential for the School District to make a contribution for this project?

The budget for the Naturalized Playspace in its entirety is \$75,000. The School District has contributed to the project as a whole. Fundraising for this cutting edge project has been a struggle because it is one of the first naturalized playgrounds at a school and many funders (as well as the School District until we started this project) are unfamiliar with this type of concept and the many health and wellness benefits it can provide. Funds committed by the School District have been used in earlier parts of the project that funders typically do not want to fund such as professional design studies. Additionally they have contributed countless hours in helping us vision the specifics of the project and in liaising between the school, the designer and the contractor. The School District will also make ongoing contributions for this project through their maintenance program.

3. A lot of your budget is for trees and the City has a nursery. Would an in-kind contribution from Parks be satisfactory?

We would welcome in-kind contributions by the City for any of the trees, plants or shrubs identified on the list submitted with our application. Also included with the application are many square metres of soil, mulches and other ground cover and we would also appreciate these types of supplies. Please note that the cost of the plants in our budget includes the cost of bed/pit preparation, delivery, planting, staking and mulch finish, so plants alone would only partially fulfill our request.



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E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Communica Dialogue and Resolution Services Society

Mailing Address: 102-2220 Sooke Rd. Victoria BC V9B 0G9

Contact Person: Kathleen Bellamano

Email: katb@communicabc.org

Telephone: 250-383-4412

Website: communicabc.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0011285

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 132 357 419 RR0001

Organization mission/mandate

Our Mission Statement: to assist individuals, groups and communities to manage difference to promote strong, healthy, sustainable relationships. Our Mandate is to provide timely, affordable conflict management and communication services and education. We emphasize relationship building and cultural awareness and partner with other community organizations to address community issues through collaborative approaches.

Brief history and role in benefitting residents of Greater Victoria

Established in 1974, Communica: Dialogue and Resolution Services Society (Formerly The South Island Dispute Resolution Centre) provides conflict management and communication courses and workshops, and dispute resolution services. In our 2013-2014 fiscal year, we have provided over 200 subsidized training seats and over 30 families with subsidized dispute resolution services.

How many paid staff at organization? Full Time: 3 Part Time: 0

How many volunteer staff at organization? 6 Total volunteer hours: 1000+

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$171,124

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Fee for Services	\$60,000	Operations, Subsidy funds, Programs.
Grants	\$95,000	Programs, Subsidy funds
Rent	\$6,000	Operations
Donations	\$2,000	Operations, Programs



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Client Services Program

Brief description of the project or program and why the grant is needed.

The Client Services Program is the central hub for all the services we provide to the community, it connects clients with appropriate services and process for their problem or dispute. The services we connect community members to are both those that are internal offered by Communicate and external services offered by other community serving organizations. The goal is that members of the community are accessing the service that is best suited to help. The program does this by providing coaching, advocacy, information and support (including legal information), and referrals to and from appropriate community services providers. All services provided to the community directly by the Client Services Program are provided completely free of charge. Should a client require mediation, arbitration, parenting coordination, training, or further coaching services the Client Services Program provides subsidies to either cover the cost of, or greatly reduce the price of these services. The program responds to and assists with 180-260 inquiries from the community per year. Currently the Client Services program is not able to meet the demand for these services, nor is it able to meet the demand for subsidies. The money requested from the City of Victoria will be used to meet the demand for services from the community.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program meets the strategic objectives of engage and empower the community and facilitate social inclusion and community wellness from the City of Victoria 2015-2018 strategic plan. The client services program is focused on helping community members access the services they need and help build their capacity to deal with difficult situations and relationships more effectively and in a constructive way. We actively engage community members through information sessions and outreach that we perform throughout Greater Victoria including a monthly information table at the western communities' provincial court house. Through the referral process we help connect members of the community to community resources and encourage inclusion across services sectors. By providing coaching, information, and support the program is able to promote community member's capacity to deal with difficult situation. Thereby empowering the community and increasing community wellness

How many will benefit from the project or program? 200-350 Percentage of Greater Victoria Residents? 100%

Who is your target audience? Members of the community in need of support dealing with difficult situations or relationships



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$83,550_____ Amount Requested \$10,000_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 6_____%

How much is the organization contributing to this project or program? \$\$22,000_____

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Community Gaming Grant			\$34,400
City of Colwood			\$2,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Notaries Foundation			\$15,000

Grand Total of Other Funding Sources \$73,400_____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If the desired level of funding is not achieved, it will result in Communica not being able to meet the need for our services in the community. Services will be offered up to the amount of funding we are able to achieve.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 1, 2014 To: August 31, 2015

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
Nov. 30	Quarterly review
Feb. 28	Quarterly review
May 30	Quarterly review
Aug. 31	Quarterly review

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 600

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website
☒ Social Media
☐ Sponsor Plaque
☐ Other _____
- ☐ Newspaper Advertisement
☐ Newsletter
☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Bill Huzar

Position: Board President

Name: Bill Huzar

Date: June 26, 2015

[Canada.ca](#) [Services](#) [Departments](#) [Français](#)




[Canada Revenue Agency](#)

[Home](#) / [Charities and giving](#) / [Charities listings](#) / Quick View

Communica: Dialogue and Resolution Services Society - Quick View

[Charity's detail page](#)

Status	
 Registered	1982-04-01
Reporting periods	
<div>Quick View</div> <div>▸ 2014-08-31 ◀</div> <div>2013-08-31</div> <div>2012-08-31</div> <div>2011-08-31</div>	<div>Full View</div> <div>2014-08-31</div> <div>2013-08-31</div> <div>2012-08-31</div> <div>2011-08-31</div> <div>2010-08-31</div>

Registration no.: 132357419RR0001

Designation: [Charitable organization](#)

Web site: WWW.COMMUNICABC.ORG

Programs and activities:

Ongoing programs:

1. Provide conflict management/dispute resolution services; mediation, facilitation, coaching, arbitration, conciliation and negotiation and parenting coordination. 2. Offer training courses, workshop series in conflict management skill development, mediation, negotiation and co... [Read more](#)

New programs:

Parenting coordination (new in part 1 above)

Revenue



Receipted donations \$195,000 (61%)

Non-receipted donations \$981 (0%)

Gifts from other charities (0%)

Government funding \$57,400 (18%)

All other revenue \$66,739 (21%)

Total revenue: \$320,120

Expenses



Charitable program \$89,318 (50%)

Management and administration \$55,166 (31%)

Fundraising \$22,157 (13%)

Political activities (0%)

Gifts to other registered charities and qualified donees (0%)

Other \$10,507 (6%)

Total expenses: \$177,148

Compensation

Total compensation for all positions \$113,024

Full-time employees 3

Part-time employees 1

Professional and consulting fees \$5,484

Ten highest compensated full-time positions

\$40,000 - \$79,999	1
Less than \$40,000	2

Additional information

[Amending the T3010 information return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Directors and trustees worksheet](#)

[Return to search results](#)

[New search](#)

Related links

[How do I choose the right charity?](#)

[Contact the CRA Charities Directorate](#)

[Share this page](#)

[Videos and recorded webinars for donors and charities](#)

Date modified:

2015-01-28

Financial Statements of

**COMMUNICA: DIALOGUE AND
RESOLUTION SERVICES SOCIETY**

**For the year ending August 31, 2014
(Unaudited) – See Notice to Reader**



Notice to Reader

We have prepared the accompanying financial statements of COMMUNICA DIALOGUE AND RESOLUTION SERVIC for the year ending 08-31-14 from the books and records of the corporation and from other information supplied to us by management. We have not performed an audit, a review or a verification of the information contained in such books records or otherwise supplied to us for accuracy or completeness. Accordingly, we do not express any opinion in respect of such statements.

In accordance with the terms of our engagement these statements have been prepared solely for use by management.

COMMUNICA DIALOGUE AND RESOLUTION SERVICE
102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

BALANCE SHEET
08/31/14

ASSETS

CURRENT ASSETS

CASH

CASH AT COAST CAP	40
PETTY CASH	50
ROYAL BANK	131
VAN CITY SHARES	76
COAST CAP SHARE	5
VAN CITY GAMING	645

TOTAL CASH	947
PREPAIDS	840
DUE FROM GOV'T AGENCY	159

TOTAL CURRENT ASSETS 1,946

FIXED ASSETS

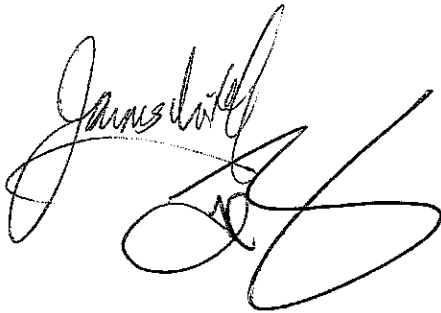
BUILDING	206,187
AMORTIZATION - BUILDING	(41,399)
LAND	107,384
COMPUTERS	13,614
DEPRECIATION - COMPUTERS	(8,742)
FURNITURE & FIXTURES	7,657
DEPRECIATION - FURNITURE	(4,145)

TOTAL FIXED ASSETS 280,556

OTHER ASSETS

TOTAL OTHER ASSETS 0

TOTAL ASSETS 282,502



COMMUNICA DIALOGUE AND RESOLUTION SERVICE
102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

BALANCE SHEET
08/31/14

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES

BANK INDEBTEDNESS

145

TOTAL CURRENT LIABILITIES

145

LONG-TERM LIABILITIES

MORTGAGE PAYABLE

116,072

TOTAL LONG-TERM LIABILITIES

116,072

TOTAL LIABILITIES

116,217

STOCKHOLDERS' EQUITY

OPENING NET ASSETS

23,312

NET INCOME YTD

142,973

CLOSING NET ASSETS

166,285

TOTAL STOCKHOLDERS' EQUITY

166,285

TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY

282,502

102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

STATEMENT OF OPERATIONS
For the 4th Quarter Ended 08/31/14

	CURRENT PERIOD	%	YEAR-TO-DATE	%
TRAINING PROGRAMS	(1,985)	-1.1	4,475	1.4
MEDIATION & CONTRACT SERV	(23,478)	-12.6	41,003	12.8
PROJECTS	15,393	8.3	15,393	4.8
GAMING	0	0.0	57,400	17.9
CASH DONATIONS	200	0.1	981	0.3
RENTAL	1,000	0.5	5,400	1.7
MEMBERSHIPS & OTHER	25	0.0	440	0.1
MISCELLANEOUS REVENUE	28	0.0	28	0.0
INTEREST INCOME	(12)	-0.0	0	0.0
DIVIDEND INCOME	(3)	0.0	0	0.0
GRANT	<u>195,000</u>	104.7	<u>195,000</u>	60.9
TOTAL INCOME	186,168	100.0	320,120	100.0
GROSS PROFIT	<u>186,168</u>	100.0	<u>320,120</u>	100.0

102-2220 SOOKE ROAD
VICTORIA, BC V9B 0G9

STATEMENT OF OPERATIONS
For the 4th Quarter Ended 08/31/14

	CURRENT PERIOD	%	YEAR-TO-DATE	%
INCOME	186,168	100.0	320,120	100.0
COST OF GOODS SOLD	<u>0</u>	0.0	<u>0</u>	0.0
GROSS PROFIT	<u>186,168</u>	100.0	<u>320,120</u>	100.0
EXPENSES	CURRENT PERIOD	%	YEAR-TO-DATE	%
ADVERTISING & PROMOTIONS	125	0.1	6,519	2.0
DEPRECIATION/AMORTIZATION	9,505	5.1	9,505	3.0
FREIGHT & DELIVERY	(1)	0.0	0	0.0
GENERAL EXPENSE	(700)	-0.4	0	0.0
INSURANCE	0	0.0	909	0.3
INTEREST & CHARGES	487	0.3	5,748	1.8
LEASE EXPENSE	(337)	-0.2	0	0.0
LICENSE & TAXES	0	0.0	227	0.1
MEDIATION & CONTRACT SERV	2,577	1.4	22,672	7.1
MEMBERSHIPS	0	0.0	129	0.0
PAYROLL TAXES	(705)	-0.4	0	0.0
PROFESSIONAL SERVICES	(798)	-0.4	5,484	1.7
REPAIRS & MAINTENANCE	0	0.0	294	0.1
STRATA & RENTAL	233	0.1	2,658	0.8
SUPPLIES & OFFICE	687	0.4	6,867	2.2
UTILITIES & TELEPHONE	78	0.0	2,126	0.7
WAGES AND BENEFITS	<u>10,974</u>	5.9	<u>114,009</u>	35.6
TOTAL EXPENSES	<u>22,125</u>	11.9	<u>177,147</u>	55.3
INCOME FROM OPERATIONS	164,043	88.1	142,973	44.7
INCOME BEFORE TAXES	164,043	88.1	142,973	44.7
NET INCOME	<u>164,043</u>	88.1	<u>142,973</u>	44.7

Communica Client Services Program Budget September 1 2014 - August 31 2015

Revenue

Fee for services	\$22,000	Projected
Community Gaming Grant	\$34,400	Received
Notaries Foundation	\$15,000	Received
Colwood	\$2,000	Received
City of Victoria	\$10,000	Pending

Expenditure

Administration	\$5,000
Salaries and Benefits	\$35,000
Client Subsidy Funds	\$28,000
Materials and Equipment	\$1,600
Promotion and Marketing	\$900
Staff Training	\$500
Volunteer Training	\$750
Computer Leases/ Software	\$3,600
Rent and Utilities	\$7,200
Program Evaluation	\$1,000

TOTAL	\$83,400 Note 1
--------------	------------------------

TOTAL	\$83,550
--------------	-----------------

Note 1 If funding levels are achieved over and above planned expenditure, the extra income will be used to expand services. In past years we have had demand that has far exceeded our available funding.

Janet Hawkins

From: Kathleen Bellamano <katb@communicabc.org>
Sent: Tuesday, Jul 21, 2015 12:23 PM
To: Public Hearings
Cc: Kathleen Bellamano; Mike Collyer
Subject: Re: Questions regarding your grant submission to Victoria Council

Here are the responses to the questions posed at the July 15th meeting. Thank you for this opportunity.

1. The money from the City of Victoria would support an expansion in the program. This expansion is due to increased demand and increased referrals from other community serving organizations providing services for high needs, marginalized families.
2. Last year we served approximately 150-200 individuals in the City of Victoria, which is about 55% of our client base.
3. Current budget for the program is 83,550, with \$22,000 funded through fee for service (Projected), \$34,400 Community Gaming Grant (Received), \$15,000 Notaries Foundation (Received), \$2,000 City of Colwood (Received), \$10,000 City of Victoria (Pending). Applications to other municipalities were not successful due to high demand for their funding or because we are not located in their municipality.

Thanks again for this opportunity.

Sincerely,

Kathleen Bellamano

Executive Director | Communica Dialogue and Resolution Services

From: Public Hearings <PublicHearings@victoria.ca>
Sent: Thursday, July 16, 2015 3:15 PM
To: Kathleen Bellamano
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Communica Dialogue and Resolution Services Society

1. You mentioned that this is an \$80,000 program which includes \$10,000 from the City. Is this annual operating dollars that the City would support?
2. How many people do you serve within the City of Victoria?
3. How much money do you get from other municipalities?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: #203-4475 Viewmont Avenue, Victoria, BC V8Z 6L8

Contact Person: Rupert Downing

Email: rupert@communitycouncil.ca

Telephone: 250-383-6166 ext 107

Website: www.communitycouncil.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? x ☐ Yes ☐ No

Society Registration Number: S-7300

Are you a registered Charity? x ☐ Yes ☐ No

Charity Registration Number: 106961683RR0001

Organization mission/mandate

The Community Social Planning Council leads social planning in BC's Capital Region, and creates innovative programs, resources and opportunities that contribute to sustainable social, cultural, economic and environmental conditions for all residents, particularly those who are most disadvantaged. We lead collaborative action to create solutions to community needs based on engagement with those most affected

Brief history and role in benefitting residents of Greater Victoria

The Community Social Planning Council (CSPC) was established in 1936 to unite community agencies in a coordinated response to the Great Depression. Since that time it has worked with the City of Victoria and its community agencies to identify emerging needs, organize collaborative responses to those needs and lead social innovation and community development initiatives informed by evidence of what works and why.

How many paid staff at organization? Full Time: 6

Part Time: _____

How many volunteers at organization? 120

Total volunteer hours: 14,400

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$800,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Foundations (local, national and provincial)	\$233,000	Programs directed to community economic development, poverty reduction, housing affordability and community sustainability
Local government contracts and grants	\$72,000	Social planning services to the core municipalities and the CRD
Government of BC	\$102,000	Labour market development partnerships
Membership and donations	\$17,000	Core costs



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Other (Research, Development and Planning Contracts)	\$166,000	Contracts for services
Transit Ticket Assistance Program	\$210,000	Program delivery

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Building Community Prosperity

Brief description of the project or program and why the grant is needed.

This project builds on our existing regional Community Action Plan on Poverty that unites organizations and sectors in planning and implementing collaborative initiatives to reduce and prevent poverty to enhance community prosperity, endorsed by municipalities, MPs, MLAs and a cross section of stakeholders throughout the region. We have leveraged over \$400k in investment from national and provincial sources to implement poverty reduction measures related to social finance for affordable housing, living wage employer certification, youth employment development, financial literacy and asset development. We are now proposing this grant to implement Victoria-specific poverty reduction and community prosperity engagement focused on municipal community partnership measures to reduce and prevent poverty that adapt best practices from across Canada that we have researched (e.g. Calgary, Edmonton, Winnipeg, Vancouver, Ottawa, Trois Rivières, Toronto, Hamilton, St. John).

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable | |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will implement a specific engagement strategy in the City of Victoria to enhance action on poverty reduction and prevention with a cross section of sector stakeholders, Municipal Council and staff to demonstrate leadership in creating an affordable, inclusive and prosperous community. Building on examples from other jurisdictions (such as the "Enough For All" Strategy in Calgary) we will: Hold a municipal session to position the City to innovate and lead in collaborative action and planning on shared prosperity across municipal departments informed by a Mayor from a city that is undertaking this work (e.g. Calgary, Edmonton). We will also brief Council and community stakeholders on best practices in local government and community strategies for creating shared prosperity across Canada, relevant to Victoria's economic development issues and challenges. We will hold a public forum in the City of Victoria on "Reducing Poverty – Building Community Prosperity" with the support of the Social Justice Studies Program of the University of Victoria, Faith in Action, Downtown Service Providers, the Coalition of Neighbourhood Houses, and other community organizations involved in the steering group of the Community Action



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Plan on Poverty.

We will engage appropriate Council, business, and community stakeholders in specific discussions around procurement, social finance, neighbourhood approaches to facilitating economic development and social inclusion, the use of social enterprises to reduce and prevent poverty, and enhancing living wage employment. We will leverage our BC Government Labour Market Partnership funding for research on employment and skills development needs and opportunities to inform these discussions. <http://www.communitycouncil.ca/initiatives/LMP>

How many will benefit from the project or program? There are approximately 23,000 people living in poverty (with a median income below the Low Income Cut Off- \$20,00 annual income – NHS, Statistics Canada) in the City of Victoria. Many more live below the "Living Wage".

Percentage of Greater Victoria Residents? 34% that live in poverty

Who is your target audience? All residents and sectors, including municipal council and staff, people with lived experience.



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$32,000_____ Amount Requested \$ 15,500_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: _____18%

How much is the organization contributing to this project or program? \$500_____

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
Uvic Social justice Program	Margo Matwych	250-721-6283	\$1,000
Vancouver Foundation	Dave Doig	604-688-2204	\$15,000

Grand Total of Other Funding Sources \$16,000_____

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We wont be able to implement a Victoria specific and municipal focused initiative without the funding.



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: March 2016

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
September 2015	Convene project advisory and agree program design
October 2015	Hold preliminary public forum on "Reducing Poverty – Building Community Prosperity"
October 2015	Invite Mayors Nenshi and Iveson, consult Council on dates and agenda
November 2015	Provide Council and disseminate to public best practice report on municipal and community action on reducing poverty and building shared prosperity.
January – March 2016	Hold municipal engagement session with Mayor(s) from other places on best practice strategy examples
January – March 2016	Hold public forum on community prosperity strategies with Mayor(s) from other places
January – March 2016	Hold workshops on specific components (e.g. procurement, social finance, social enterprises)

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 500

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Newspaper Advertisement

☐ Sponsor Plaque

☒ Newsletter

☒ Other Radio, Newspaper and TV coverage

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Rupert E. Downing

Signature: _____

Position: Executive Director

Name: Rupert E. Downing

Date: June 19, 2015

**City of Victoria 2015 Strategic Plan Grant
Budget Expenditures**

	Budget	Requesting from City of Victoria
Revenue		
	\$32,000.00	\$15,500.00
Total Revenue	\$32,000.00	\$15,500.00
Expenses		
Wages	\$9,000.00	\$4,500.00
Event	\$500.00	\$250.00
Travel (travel; spk fees)	\$6,000.00	\$3,000.00
Communications	\$3,500.00	\$1,750.00
Professional Fee	\$9,000.00	\$4,500.00
Other (student stipends)	\$4,000.00	\$1,500.00
Total Expenses	\$32,000.00	\$15,500.00
Net Balance	\$0.00	\$0.00

Janet Hawkins

From: Marika Albert <marika@communitycouncil.ca>
Sent: Tuesday, Jul 21, 2015 4:04 PM
To: Public Hearings
Cc: Rupert Downing
Subject: RE: Question regarding your grant submission to Victoria Council

Hi Christine,

Rupert Downing, our Executive Director, has asked me to reply to the question. Here is our response to the question from Council regarding our application. I am happy to provide any further detail as needed.

Q: Will there be follow-up on actions related to the strategies identified in the application in terms of specific actions and outcomes?

A: Yes, there will be follow-up activities related to the specific actions and outcomes. Feedback gathered on suggested municipal/community partnership activities through the Reducing Poverty – Building Community Prosperity forum will be consolidated into concrete recommendations/actions and reviewed by the community-based steering committee for the Community Action Plan on Poverty (CAPP), and at smaller focus groups of forum participants and through other types of engagement activities as needed/identified. The actions, in the form of a concrete strategy for the City of Victoria, will also be available online for further input. Once input is gathered, the strategy will be further refined and then presented to Council with clear measurable outcomes attached to each action. The CAPP steering committee will monitor engagement with City of Victoria Council, and city policy and planning decisions to track implementation of the strategy. The activities arising from the strategy will also inform pre-planning for Victoria based community economic development projects. The CAPP steering committee will also monitor and report in on progress to Council's Strategic Planning review process

Thanks again,
Marika

Marika Albert, ext. 101

Program Manager, Poverty Prevention and Reduction Initiatives
Community Social Planning Council
Research - Insights - Solutions
203-4475 Viewmont Avenue, Victoria, BC V8Z 6L8
In the Pennbridge Professional Building, Royal Oak Plaza
Tel: (250) 383-6166 | Fax: (250) 479-9411

From: Rupert Downing
Sent: Thursday, July 16, 2015 7:58 PM
To: Marika Albert
Subject: Fw: Question regarding your grant submission to Victoria Council

Can you handle this ?

Thanks

Rupert Downing

Executive Director
Community Social Planning Council of Greater Victoria
#203-4475 Viewmont Ave.
Victoria, BC V8Z 6L8
Tel 250-383-6166 x 107
<http://www.communitycouncil.ca>

From: Public Hearings <PublicHearings@victoria.ca>
Sent: July 16, 2015 3:21 PM
To: Rupert Downing
Subject: Question regarding your grant submission to Victoria Council

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Community Social Planning Council of Greater Victoria

1. Will there be follow-up on actions related to the strategies identified in the application in terms of specific actions and outcomes?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 **F** 250.361.0348



How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee – Quadra Village Community Centre
Mailing Address: 901 Kings Rd, Victoria BC V8T 1W5
Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com
Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0010895
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 101476083RR0001

Organization mission/mandate

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

Brief history and role in benefitting residents of Greater Victoria

QVCC is an inter-generational community centre, community social service agency and neighbourhood association. Our Centre is located directly across from the largest concentrated low income housing development in Greater Victoria and in the heart of a low-income, high-density, inner-city area of Victoria. These ingredients serve to create a community where exposure to risk factors such as family violence, mental health challenges, addiction and poverty are all too common for children, youth, families and the rest of the community. Since the early 1970s it has been our purpose to meet the challenging and changing needs of the community with sound preventative and responsive program planning, partnering and implementation. Addressing a lack of opportunity for low income children and youth is a key focus for our organization. As well, we build neighbourhood and community capacity to help our local area be resilient and thrive. Our work as an organization has been key to the stabilization and progress evident in the continuing evolution of our neighbourhood.

How many paid staff at organization? Full Time: 16 Part Time: 18
How many volunteer staff at organization? 251 Total volunteer hours: 6618

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$956,378

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
School District 61	395,611	-Youth and Family Counsellors' service delivery at Quadra, Cloverdale, Oaklands, Cedar Hill, SJ Willis, Vic High and Reynolds Schools.
Provincial Grants and Subsidies	229,495	-Family Resource Programs and Outreach to Children, Youth and Families -Subsidies for Childcare Operation and Parent Fees



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		-Community Support Program
Federal Grants	28,104	-Programs and Outreach to Young Children and Families -Summer Camp for 5 to 12 year olds
United Way	75,600	-Youth Program and Food Distribution
Misc Grants	43,000	-Girls Group, Youth Recreation, Food Skills, Youth Social Justice etc
Fundraising and Donations	42,915	-Coordination, Bursaries, Program Funds -Maintenance
Program Fees and Rent	50,2333	-Childcare, Camp and Coordination Staff -Maintenance
Service Clubs	7,500	-Support Programs
One to One Childcare Reimbursement	4126	-One to One Childcare Staff

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Food Skills for Youth Program (Part of the Teen Centre Engagement and Enhancement Project)

Brief description of the project or program and why the grant is needed.

QVCC is looking for \$10,000 in matching funding to facilitate the Food Skills for Youth Program (FSYP). Through the United Way's Hillside-Quadra Youth in Action (YIA) team it was determined that it is essential to encourage youth wellbeing and seek to equip people to live happy and healthy lives. A key way to do this that was identified was to connect youth to work experience and lifeskills while providing food while having fun! This is how the FSYP was created. The FSYP program will teach youth the basic skills they need in order to run a food cart and cook healthy meals for their families while enhancing their employability and leadership skills. The FSYP will enhance the youth's food and leadership skills by tailoring opportunities based on developmental needs/stages of youth participants. The FSYP will offer and facilitate food safe, first aid and basic skills and licensing requirements for preparing and selling food. The FSYP will allow youth to prepared and sell food out of our food cart. Youth will receive honourariums for the work they do with the food cart. This funding request is specifically for the purchase of a food cart and trailer that meets Island Health requirements. In addition it will cover costs that are needed for food skills training, youth engagement facilitation and youth honourariums. The overall Teen Centre Engagement and Enhancement Project that was funded by the United Way (in the amount of \$129,000 over 3 years) included budget for additions and/or improvements to kitchen facilities at QVCC that would enhance food preparation options for youth in conjunction with the food cart and any other food preparation for the community [It was determined that matching funds would be essential to have adequate resources to accomplish Teen Centre Engagement and Enhancement project completion. This is especially true given the facility renovation costs that are a goal of the project]. As well, it provides for other opportunities to improve the QVCC Teen Centre. The key to all of this is youth engagement which started with YIA, has continued with consultations with neighbourhood and participant youth through QVCC. We have been ensuring that all directions and decisions are as youth driven as possible connected to Food Skills for Youth as well as the overall Teen Centre Engagement and Enhancement Project. This is consistent with our commitment to high standards for working with youth as taught and outlined through the Youth Program Quality Initiative that we belong to.

Does this project or program impact public space? ☒ Yes ☐ No : Teen Centre and Kitchen Facility Renovations at

QVCC



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$65,746 (one year budget) _____ Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 2%

How much is the organization contributing to this project or program? \$55,746 (including \$50,000 from United Way) _____

Please indicate the funding sources for this application:

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
United Way	Lee Anne Davies	250 220 7360	50,000 (Year 1)
			129000 (over 3 years)

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
QVCC	Kelly Greenwell	250 388 7696	\$3,746 (Volunteers)
			\$2,000 (Management)

☐ Waived fees and charges ***Are being sought but not confirmed at this time

Organization Name	Contact Person	Phone Number	Amount

☐ Other ***Are being sought but not confirmed at this time

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$55,746 _____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

The FSYP would still be able to run on a limited basis. We may not be able to accomplish the goals of FSYP project as quickly and it would limit the ability to accomplish the complementary goals of the Teen Centre Engagement and Enhancement Project which include improvements to the components and facility at the Teen Centre as well as either the creation of a kitchen in the teen centre or the enhancement of existing kitchen facilities at QVCC (which would be accessed by youth when they prepare food for the Food Cart or for the community in general).



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: June 2016

Project or program location: Quadra Village Community Centre

Project or program timeline and major milestones.

Date	Milestone
July/August 2015	Buy Food Cart & Naming of Food Cart & Licensing for Food Cart
July/August 2015	Food Cart Plan Development
Starts July/August 2015 (ongoing)	Recruitment of Participants
Starts July/August 2015 (ongoing)	Food Safe Workshop, First Aid, Health and Safety Orientation
Starts July/August 2015 (ongoing)	Food Prep & Cooking Lessons
August 2015 (ongoing)	Food Cart open for trial runs and presence at initial events
Fall 2015/ Winter 2015, 2016/ Spring 2016	Registered for Festivals and community events
Summer 2016	One year of business!

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-15 Total volunteer hours required: 200

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website
☒ Social Media

☒ Newsletter
☒ Annual Report

☐ Sponsor Plaque
☒ Other City of Victoria sticker on food cart

☐ Newspaper Advertisement

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <p><input checked="" type="checkbox"/> Innovate and Lead</p> <p><input checked="" type="checkbox"/> Engage and Empower the Community</p> <p><input type="checkbox"/> Strive for Excellence in Land Use</p> <p><input type="checkbox"/> Build Financial Capacity of the Organization</p> <p><input type="checkbox"/> Create Prosperity through Economic Development</p> <p><input type="checkbox"/> Make Victoria More Affordable</p> <p><input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness</p> <p><input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces</p> | <p>and Food Systems</p> <p><input type="checkbox"/> Complete a Multi-model Active Transportation Network</p> <p><input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital</p> <p><input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility</p> <p><input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term</p> <p><input type="checkbox"/> Demonstrate Regional Leadership</p> |
|---|--|

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

There are a number of areas in which the FSYP meets the City of Victoria's Strategic Plan Objective's. The FSYP will enhance the quality of life for a number of residents in the Hillside-Quadra area as well as engage youth and build food skills by bringing food into our community, teaching youth how to cook healthy meals and enhancing youth's employability skills. In these areas the FSYP is building capacity of our neighbourhood by offering essential skills needed to live a healthy/positive lifestyle.

Innovate and Lead

Quadra Village Community Centre was a key partner in supporting the United Way's Youth In Action (YIA) project in Hillside-Quadra. Over a period of over 2 years, YIA reached out at neighbourhood events and schools and in the process solicited extensive feedback, mapped neighbourhood resources and wrestled with how best to invest funding that was provided by United Way and Coast Capital. Based on neighbourhood feedback and their own direct experience of QVCC they decided that the Teen Centre Engagement and Enhancement project and all of the elements of the FSYP were priorities to support for the benefit of youth from Hillside-Quadra and surrounding neighbourhoods..

Engage and Empower the Community

Youth engagement is a key part of this strategic priority and FSYP engages youth through opportunities to give feedback, make decisions and the opportunity to build skills ranging from lifeskills to leadership skills. For example, we will be giving youth multiple opportunities to lead including short term project lead roles (in conjunction with an adult mentor) and orienting and mentoring youth getting prepared to prepare and serve food. The food cart represents a valuable tool for QVCC to use in ongoing life skills and leadership building for youth participants.

Facilitate Social Inclusion and Community Wellness

FSYP enhances the quality of life for youth from Hillside-Quadra and surrounding neighbourhoods, many of whom are contending with family issues such as generational underemployment, poverty, cultural stereotyping, family instability, addiction, family violence and inadequate housing.

Enhance and Steward Public Spaces

FSYP is a key complement to the Teen Centre Engagement and Enhancement Project which give local residents, in this case youth, a direct , impactful voice that will author the components, facilities and environment in the QVCC Teen Centre



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How many will benefit from the project or program? 50-100

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth between the ages of 13-19 especially those living in poverty and contending with various barriers in Hillside-Quadra and surrounding neighborhoods



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Signature: _____

A handwritten signature in blue ink, appearing to read "Kelly Greenwell", written over a horizontal line.

Position: Executive Director

Name: Kelly Greenwell

Date: June 26, 2015

Food Skills for Youth Project
Budget
Submitted June 2015

Expense	Projected
Food Cart Purchase	8,000
Kitchen/Teen Centre Enhancements	45,000
Food skills and related life skills facilitation and support	3,000
Youth participation and leadership incentives	2,200
Program Supplies/Food	1600
Administration	200
Totals	60,00.00
Contributionss	
<u>Request</u> of \$10,000 to City of Victoria Strategic Plan Grants	10,000
United Way	50,000.00
Total	60,00.00

***As stated in the application the Food Skills for Youth Project is part of the Teen Centre Engagement and Enhancement Project and represents a matching grant that would cover a specific aspect of the project as per the Project or Program Information description on page 2 of the application**

Janet Hawkins

From: Kelly Greenwell <kelly@quadravillagecc.com>
Sent: Monday, Jul 20, 2015 1:00 PM
To: Public Hearings
Cc: Tara Skobel
Subject: RE: Questions regarding your grant submission to Victoria Council

Dear Council,

Thanks once again for allowing us time to present about Food Skills for Youth which will provide food skills for life to the youth who successfully engage in the project.

It is important to note that our plan is to purchase a *food cart*, but not a food truck (this idea had been considered several months ago and was ultimately let go in favour of the concept of a food cart plus improvements and additions to kitchen/food preparation space within Quadra Village Community Centre).

Here are our answers to your questions from last week:

1. What will be the amount of the honorarium for youth?

- If we receive full funding from the City of Victoria we would estimate a per shift honourarium of \$20 with shifts at a maximum of 4 hours.
- A youth that completes 4 shifts will be eligible for an additional \$20
- Youth will be eligible to earn a role of shift coordinator which will involve additional event preparation, food planning and responsibilities at the event. This youth will be eligible for a \$10 shift bonus
- Our hope is that with a successful response to the food cart operation (eg: strong sales) then we can increase these honourariums over time.

2. How will the operations of the truck be dealt with as a social enterprise and not a conventional business operation? Noting that the City cannot not subsidize a business?

- We are planning to purchase a food cart
- Any proceeds earned from the food cart will be reinvested in youth programs and equipment directly related to this endeavour (consistent with a social enterprise)
- We anticipate that in the first year we will struggle to offset the cost of the food ingredients needed.
- Our main focus is on giving youth a supported opportunity to develop life skills, practical food skills and marketable customer service, food service, team work, leadership and business related skills. The food cart, honourarium and training support are excellent tools for the development of these skills.

3. Will applications from youth from other neighbourhoods in the City be considered and how will that occur?

Noting that the application stated that youth from the Quadra Village area will be considered first.

- The first priority will go to youth living in the Hillside-Quadra
- As per our current practice with youth programs, we will do all that we can to incorporate youth who the Food Skills program works for. Although the demand for programs can vary, we currently don't have to turn away youth for that reason in any of our programs.

Please do not hesitate to let us know if there are any follow up questions.

Take care

Kelly

Kelly Greenwell, RSW, Executive Director
Quadra Village Community Centre
Downtown Blanshard Advisory Committee (Est.1974)
901 Kings Rd, Victoria, BC, V8T 1W5
250-388-7696 ext.221
www.quadravillagecc.com
[@QuadraVillage](https://www.facebook.com/QuadraVillage)
www.facebook.com/QuadraVillage

Privacy Statement: This email and any files transmitted with it are confidential and intended for the use of the intended recipient(s) only. If you have received this email in error, please notify the sender immediately and then delete it.

From: Public Hearings [mailto:PublicHearings@victoria.ca]
Sent: Thursday, July 16, 2015 3:25 PM
To: 'kelly@quadravillagecc.com'
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Downtown Blanshard Advisory Committee - Quadra Village Community Centre (Application 1)

1. What will be the amount of the honorarium for youth?
2. How will the operations of the truck be dealt with as a social enterprise and not a conventional business operation? Noting that the City cannot not subsidize a business?
3. Will applications from youth from other neighbourhoods in the City be considered and how will that occur?
Noting that the application stated that youth from the Quadra Village area will be considered first.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Ecole Margaret Jenkins School Parent Advisory Committee and School District 61

Mailing Address: 1824 Fairfield Rd., Victoria, BC V8S 4G8

Contact Person: Anne Tomin, PAC Chair Email: anne_tomin@hotmail.com

Telephone: 1-250-803-2308 Website: margaretjenkins.sd61.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? Yes ☐ No ☒ Society Registration Number: _____

Are you a registered Charity? X Yes ☒ No ☐ Charity Registration Number: 10679 9927 RR0001

Organization mission/mandate

Our PAC's mission is to find ways in which parents at EMJS can partner with teachers and staff to create the best possible learning environment for everyone involved. Our goal is to support the school with fun, educational, active, and inspiring projects that allow our children to engage and flourish.

The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

How many paid staff at organization? Full Time: none _____ Part Time: none _____

How many volunteer staff at organization? Varies (5-10 on average) _____ Total volunteer hours: 3000

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 84,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Federal Government		
Provincial Government	Gaming grant (approx. \$8000)	Yoga, Chess, Artist in residence, Literacy
City of Victoria		
Fee for Service		
School District #61		
Program Charges		
Donations and Fundraising	Approx. \$76,000	Science, Sports, Clubs, Fieldtrips, IT, etc.



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Foundation grants		
Bank Interest		

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Margaret Jenkins Naturalized Playground and Outdoor Classroom

Brief description of the project or program and why the grant is needed.

The proposed Naturalized Playground and Outdoor Classroom will provide opportunities for approximately 450 elementary school children and the surrounding community to explore, discover, play and learn.

A story stump circle is both an outdoor classroom and a walking balance game. There is sand to dig in, boulders to perch on, native plants to discover, water for experimenting. The space is enhanced with trees for shade and shelter, a sitting wall for socializing and storage boxes for shovels and tools. The project includes rebuilding our existing vegetable planter boxes to continue opportunities for our children to learn about growing their own food.

Project Benefits

Recent studies show that naturalization of school grounds can achieve the following benefits:

- an increase in creative, unstructured play
- increased ecological diversity which provides new learning and stewardship opportunities
- increased physical activity among a wider variety of students
- increased connectedness to the school by students, staff, and community

Source: BC Ministry of Education, Sustainable Schools Best Practices Guide (2010)

The success of this project will be measured by the number of small hands in the soil and sand, by the number of feet traipsing along logs, the leaves collected, the number of humming birds and butterflies witnessed, the seeds planted and seedlings nurtured, and lifetime connections made.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☐ Innovate and Lead
- ☐ Engage and Empower the Community
- ☐ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☐ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable

- ☒ **Facilitate Social Inclusion and Community Wellness**
- ☒ **Enhance and Steward Public Spaces, Green Spaces and Food Systems**

Complete a Multi-model Active Transportation Network

- ☒ **Nurture Our Arts, Culture and Learning Capital**
- ☐ Steward Water Systems and Waste Streams Responsibility
- ☐ Plan for Emergencies Including Climate Change Short and



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Long Term

☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Enhance and Steward Public Spaces, Green Spaces and Food Systems

This project will provide, on existing grass turf, an outdoor classroom and creative learning place for both the elementary students at the school as well as the community at large.
The project includes refurbishing an existing, but deteriorating set of raised planters that the teachers use to teach their kids about growing their own food and gardening.

Nurture Our Arts, Culture and Learning Capital

Our teachers want an option to teach outdoors, knowing additional learning benefits to this environment.
We currently lack the space in which to do this successfully. This outdoor classroom will provide a vital opportunity for teaching, performance and conversation.

Facilitate Social Inclusion and Community Wellness

We see ourselves as a community school, and welcome neighbours to a new public gathering space for all ages.

An opportunity to strengthen relationships between the City and the School District

How many will benefit from the project or program? 2000 directly, 15000 for adding a new public playground

Percentage of Greater Victoria Residents? 15%

Who is your target audience? Approximately 450 Elementary School Kids, and their teachers, parents and staff who will benefit as well from the space. The surrounding community will also be welcomed to use this space as a playground/outdoor informal meeting place.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$69,200 (approx.) Amount Requested \$22,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0%

How much is the organization contributing to this project or program? \$43,000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
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X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Parks and Recreation Foundation	Barbara Young	250-592-2439	\$2200.00
School District 61	Ross Walker	250-475-3212	\$2000-Garry Oak Logs
Don Mann Excavating	Steve Mann	250-479-8283	\$1000.00-Boulders+del

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
EMJS PAC	Anne Tomy	1-250-803-2308	\$43,000.00

Grand Total of Other Funding Sources \$48,200.00 _____

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

There will be no impact to the organization. If full funding is not received, the outdoor classroom will not have the same capacity as it would have had with the sitting benches. The kids may not have the opportunity for water play. There will not be the same sense of place without the trees to create an outdoor shelter. The existing vegetable planters will likely need to be removed for safety reasons as they are old and in very poor repair.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 2015 To: December 2015

Project or program location: Ecole Margaret Jenkins School

Project or program timeline and major milestones.

Date	Milestone
July 2015	Phase One begins: sand pit, fi-bar, growing medium, Garry Oak logs and stump circle
August 2015	Phase Two begins if funding is received
September 2015	Trees and plants installed with irrigation and hose bib
October 2015	Planters reconstructed and storage boxes built
November 2015	Sitting Wall constructed
December 2015	Grand Opening Ceremony

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 250

Can the project or program occur without volunteer support? ☐ xYes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT



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All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

X Website

X Social Media

X Sponsor Plaque if desired

X Other Celebration event and press release

☐ Newspaper Advertisement

X Newsletter

Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: PAC Chair

Name: Anne Tomy

Date: June 25, 2015

EMJS Naturalized Playground Budget

	Paid by PAC	Grants Received	Material Donations	Requested from the City	Total Budget
Phase 1 w/Bricklok, set fee	\$35,000.00				
Site fencing, set up					
Ground excavation					
Sand pit					
Supply and installation of story stump circle					
Boulders installed					
Growing medium for native plant areas					
Fi-Bar , wood edging					
Boulders donated and delivered-Donn Mann			\$1000.00		
Garry Oak trees-SD61			\$2000.00		
Landscape Architect	\$7000.00				
Phase 2					
Native Plants-Parks and Rec Found Victoria		\$2210.00			
Irrigation				\$3900.00	
Planter Boxes				\$1600.00	
Growing Medium				\$500.00	
Storage Box				\$500.00	
Sitting wall				\$11,000.00	
Trees				\$2000.00	
Wood chips in planter area				\$1000.00	
Additional Native Plants				\$1500.00	
Total	\$42000.00	\$2210.00	\$3000.00	\$22000.00	\$69210.00
	Note: We have fully funded Phase 1 and are beginning Construction this Summer. The majority of this money was raised selling hot dogs and through community events at the school.				

Janet Hawkins

From: Anne Tomin <anne_tomin@hotmail.com>
Sent: Tuesday, Jul 21, 2015 4:19 PM
To: Public Hearings
Cc: Caroline Smart; Brett Johnson; Vanya McDonell
Subject: Re: Questions regarding your grant submission to Victoria Council

Thank you for the opportunity to further clarify why we believe this will be a great community project worth supporting. Please see our responses to your follow-up questions below. We are happy to provide any additional information to help you in the decision making process. Please do not hesitate to contact us.

Anne Tomin
 EMJS PAC Chair

From: [Public Hearings](#)
Sent: Thursday, July 16, 2015 3:27 PM
To: mailto:anne_tomin@hotmail.com ; mailto:anne_tomin@hotmail.com
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Ecole Margaret Jenkins School Parent Advisory Committee and School District 61

1. Clarification on the section where it states that 15% percent of Victoria residents are benefiting from the program; what is meant by that?
- 2.
3. As a community school we anticipate the Naturalized Playground becoming a destination playground and outdoor classroom for the community of Fairfield / Gonzales and beyond. In this sense it might be considered to be one of Victoria's "parks", as we already see this participation with our school grounds being used on evenings and weekends by various members of our community. The 15% is our estimation of people in Victoria who would say they benefitted from this new facility based on the current population. With the classroom aspect, this space will appeal not only to EMJS teachers but also to a wide range of age groups who may wish to host a meet up in the outdoors outside of school hours.
- 4.
5. Is the applicant requesting funds from Oak Bay and if so, how much?
- 6.
7. While the project site resides in the City of Victoria, we agree that there is a notable catchment area in Oak Bay, and that this Municipality would benefit from our project as well. We have not yet applied to the District of Oak Bay for a grant, as our understanding from conversations to date is that the grant program for the District of Oak Bay has typically only been used to fund events. However this year, like the City of Victoria, Oak Bay is making some changes to their grant application process. While we hear that they have never funded a project like a school playground in the past, it has been suggested that it may be worth applying this year for a small grant in the neighbourhood of \$1000-\$2000. The likelihood of being successful with this request is quite uncertain as there is no precedent, but our plan at this point is to make the application to Oak Bay for this small grant which we understand may not be looked at until the new year. Should we receive a grant from the City of Victoria, we would certainly inform Oak Bay of this generosity and request a partnership donation.

- 8.
9. Would the applicant be open to consulting with the Fairfield Gonzales Community Association to determine what would be the general community benefits outside of school hours?
- 10.
11. Margaret Jenkins school has an excellent relationship with the FGCA and we are happy to work together on projects that benefit the community. The before and after school care programs that occur on site at Margaret Jenkins (operated by FGCA) would make wide use of the naturalized playground daily. This program currently has approximately 90 children enrolled who will benefit greatly from the playground. The space would also be made use of as an out-trip location for school-age camps and preschools operated by the FGCA (and likely others). We are excited to know that our new space would serve these programs as well.
- 12.
13. Would this project provide an opportunity to extend the greenway provided by the Chandler/Gonzales pathway?
- 14.
15. While there may be opportunities to coordinate some of the work on the proposed greenway and our playground, the two areas are completely separate on opposite sides of the school grounds so it is not possible to physically combine them. There is however an opportunity to link the two projects and we believe this would enrich both. We have discussed linking the playground and the greenway with painted drawings on the ground (possibly student created). This would create a tributary path that would leave the greenway, meet the playground, and join up with the greenway again. This playful way finding that could also include traditional signage would be fairly inexpensive as the majority of the connection is already a fairly level asphalt surface. We do predict that both projects will attract wider use of the space by the community. EMJS and the FGCA will publicize both projects to the community at large and invite community use of both the Greenway and the Naturalized Playground.
- 16.
- 17.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
 Secretary – Council Committees
 Legislative & Regulatory Services
 City of Victoria
 1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





1 Centennial Square
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E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association (FGCA)

Mailing Address: 1330 Fairfield Rd., Victoria, BC V8S 5J1

Contact Person: Vanya McDonell

Email: development@fairfieldcommunity.ca

Telephone: 250-382-4604 ext. 104

Website: www.fairfieldcommunity.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-11840

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 128210259RR0001

Organization mission/mandate

Our mission is to enhance the quality of life in Fairfield and Gonzales by indentifying and acting on the needs of area residents.

Brief history and role in benefitting residents of Greater Victoria

The FGCA was formed in 1975 by a group of neighbours who wanted to have a say in how their neighbourhood developed. Since that time, we have grown into a large service organization, and are the second largest employer in our neighbourhood. We benefit over 20,000 users annually with services for all ages and abilities, from Parent and Tot drop-in and quality child care to recreation classes and community engagement initiatives. We contribute to our neighbourhood's strong identity and keep our services accessible to all regardless of age, ability, or income.

How many paid staff at organization? Full Time: 8 Part Time: 50

How many volunteer staff at organization? 90 Total volunteer hours: 3000

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$2,229,417.00

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Federal Government	25,500	Family Programs (drop-in)
Provincial Government	274,567	Child Care program subsidy, wages for special needs care workers, parent education, Gaming funding for preschool and community programs
City of Victoria	120,400	Community Centre operating grant, custodial grant, neighbourhood development base grant, Youth outreach grant
Fee for Service	762,400	Used to run Out of School Care, camps, preschools, youth and recreation programs, promotion & admin for these programs



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School District #61	1,006,000	Contract for Youth and Family Counselors in schools. Partial subcontract to Quadra Village community centre
Donations and Fundraising	28,800	Support running of programs, some designated towards specific programs eg youth
Foundation grants – United Way	11,250	Youth leadership group
Bank Interest	500	General operations

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Margaret Jenkins Greenways Project

Brief description of the project or program and why the grant is needed.

The proposed greenway will connect two existing active transportation corridors, the Gonzales-Chandler pathway and Irving Road. This will be achieved by formalizing and enhancing what is currently a natural greenway through the grounds of Ecole Margaret Jenkins Elementary School. Table 3 of the City of Victoria's 2003 Greenways Plan identifies this work as one of its Greenways implementation strategies. Also, the City's 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes include this section of greenway within their plans. The grant is needed to undertake the necessary steps to formalize the pathway using paving and landscaping. Of foremost importance is the safety of children on the school grounds, which will be improved by this project. Secondary benefits include greater community cohesion, inclusive placemaking on school grounds, and increased public health via active transportation. City of Victoria parks staff have been consulted and have indicated their alignment with the project.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-model Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will meet and support **Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems** by enhancing school lands and facilities for community wellness and recreation. This is already a much-used corridor by school children and their families as well as the wider community. An intrinsic part of the Gonzales neighbourhood, Ecole Margaret Jenkins School will deepen its connection with residents by formalizing the link between the Chandler-Gonzales pathway and Irving Street. The partnership between the school, the school district, the community association, and the PAC demonstrates effective collaboration for shared purposes. Using playful painted designs, the pathway will contribute to placemaking in the Gonzales neighbourhood, adding to its unique character and acknowledging that this is a space for children and their families to enjoy and feel safe in.

The project will meet and support **Objective 9: Complete a Multi-modal Active Transportation Network** by completing a section that is designated as part of the 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes (see attached map). This project will complete a clear City of Victoria objective and will utilize community resources and partnerships to do so.

Multi-modal transportation corridors such as this contribute to public safety, quality of life, air quality, and placemaking in the city. The project will also increase safety for school children by providing a clearly demarcated space for active transportation, both for themselves and community members who are using the space. Margaret Jenkins students are already leaders in School District 61 for active transportation; this project will increase participation even further and set an excellent example for other schools in the district to follow.

How many will benefit from the project or program? 20,000 Percentage of Greater Victoria Residents? 25% %

Who is your target audience? Residents of Gonzales, students of Ecole Margaret Jenkins School and their families, any residents of neighbouring communities who use active transportation to access the beaches and parks of south Victoria.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$27,900 Amount Requested \$20,700

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 13%

How much is the organization contributing to this project or program? \$7200

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

X Matching funds

Organization Name	Contact Person	Phone Number	Amount
Fairfield Gonzales Community Association – Admin costs	Vanya McDonell	250-382-4604 x 104	\$2000

X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Volunteer intern architect	Carrie Smart	250-480-4802	10hrs @ \$40/hr=\$400
Unskilled volunteer hours Margaret Jenkins PAC	Anne Tomyon	250-381-7816	100 hrs @ \$15/hr=\$1500
Paint donation	Source unconfirmed – will solicit community partners		\$500
Paving/asphalt in-kind portion	Unconfirmed – in discussions with Island Asphalt		\$2500 - estimated
Plants for landscaping	Source unconfirmed – will solicit community & FGCA garden committee		\$300

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$7200

Partial funding may be available. Will the project occur without full funding by the grant? X Yes ☐ No



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If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we receive partial funding, the project may be scaled back to fit the funding envelope. Auxiliary funding will be sought from organizations such as Recreation Foundation BC. If we do not receive any funding, the project will not proceed unless full funding is secured from another source. Amount of funding will not impact the organization in any substantial way, as operations will be scaled to fit the funding envelope, and we already have the administrative capacity in place to support this project.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: November 2015

Project or program location: Ecole Margaret Jenkins School, 1824 Fairfield Rd.

Project or program timeline and major milestones.

Date	Milestone
August 1, 2015	Finalize plans for pathway, in consultation with paving company, SD 61, City Parks
September 1, 2015	Begin groundwork – move fence and replace
September 15, 2015	Excavate and grade where needed
September 22, 2015	Pave pathway
September 30, 2015	Volunteer painting begins, weather permitting
October 7, 2015	Concrete sitting wall installed
October 15, 2015	Landscaping installed
November, 2015	Celebration event

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 Total volunteer hours required: 110

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☒ Annual Report

X Other Celebration event and press release

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City



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- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Executive Director

Name: Joan Kotarski

Date: June 25, 2015

Margaret Jenkins Greenways Grant Budget

	Cash	In Kind
Ground prep, excavation and gravel	7500	
Asphalt and paving	5000	2500
Concrete sitting wall/barrier	3000	
Paint & painting supplies	1000	500
Fencing, fence relocation and alteration	2500	
Plants/landscaping	200	300
Volunteer labour - painting & coordination (100h @\$15)		1500
Volunteer labour - intern architect (10h @\$40)		400
FGCA admin costs	1500	2000
Totals	20700	7200
Project total	27900	
% match	26%	
% admin	13%	

Janet Hawkins

From: Vanya McDonell <development@fairfieldcommunity.ca>
Sent: Saturday, Jul 18, 2015 1:58 PM
To: Public Hearings
Cc: Fairfield Community Place; 'Anne'; 'Caroline Smart'
Subject: FGCA reply: Questions regarding your grant submission to Victoria Council
Attachments: Crosswalk across Chandler.JPG; Crosswalk across Fairfield to Irving.JPG; Entrance to Greenway off Chandler.JPG; Entrance to Greenway off Fairfield.JPG

Hello,

Please see below for comments in response to the questions posed re: Margaret Jenkins Greenways Project grant application (in blue).

Please do not hesitate to be in touch with any further questions or for clarification.

All the best,

Vanya McDonell

Community Development Coordinator
Fairfield Gonzales Community Association
1330 Fairfield Road Victoria, BC V8S 5J1
Ph: 250.382.4604 (Ext. 104) Cell: 250.661.5597
development@fairfieldcommunity.ca
www.fairfieldcommunity.ca



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From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July-16-15 3:30 PM
To: development@fairfieldcommunity.ca
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Fairfield Gonzales Community Association

1. The report references consulting with the City's Parks Department. Would they be open to consulting with the Engineering Department for the transportation section of their project? This would be an interdisciplinary approach the City supports.

Yes, we are open to consulting with Engineering regarding this project, specifically regarding the access points at Chandler and Fairfield Roads and design of the pathway itself. We would also continue to consult with Parks throughout the process.

2. Would an in-kind contribution from the City for some or all of the requested projects be acceptable?

As we understand it, this is City owned land that is leased by the School District, and the School District will need to approve any City work that occurs at the site. We are working on arranging a meeting with the Director of Facilities at School District 61 to discuss the project, including the possibility of the City doing some of the on-site work. An in-kind contribution from the City in the way of planning or drawings may also be suitable.

We are certainly interested in exploring this possibility and working with both the City of Victoria and School District 61 to find solutions that are agreeable to both in completing the Greenway.

3. What connections are contemplated at Chandler and the sidewalk at Fairfield Road, in context with issues with the infrastructure that don't function as part of the network?

Please see the attached photos for detail of the crossings.

Our assessment of the site was that no further infrastructure is required at either of these crossings. They both have an existing crosswalk that is well marked. At the north end, the opening in the chain link fence may need to be moved and/or a curve introduced into the Greenway in order to link it directly with the existing crosswalk. Greenways traffic will need to travel a small section of the sidewalk. The south end will require no changes to link directly with the existing crosswalk. In consulting with the City's Engineering Department (see question 1), we will address whether they see a need for increased infrastructure at the crossing points, but at this point it appears to be adequate.

4. Are any roadway improvements anticipated at the Fairfield Road crossing?

None anticipated.

Please note that Engineering and Finance staff have been copied on this email regarding sidewalk/road questions.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

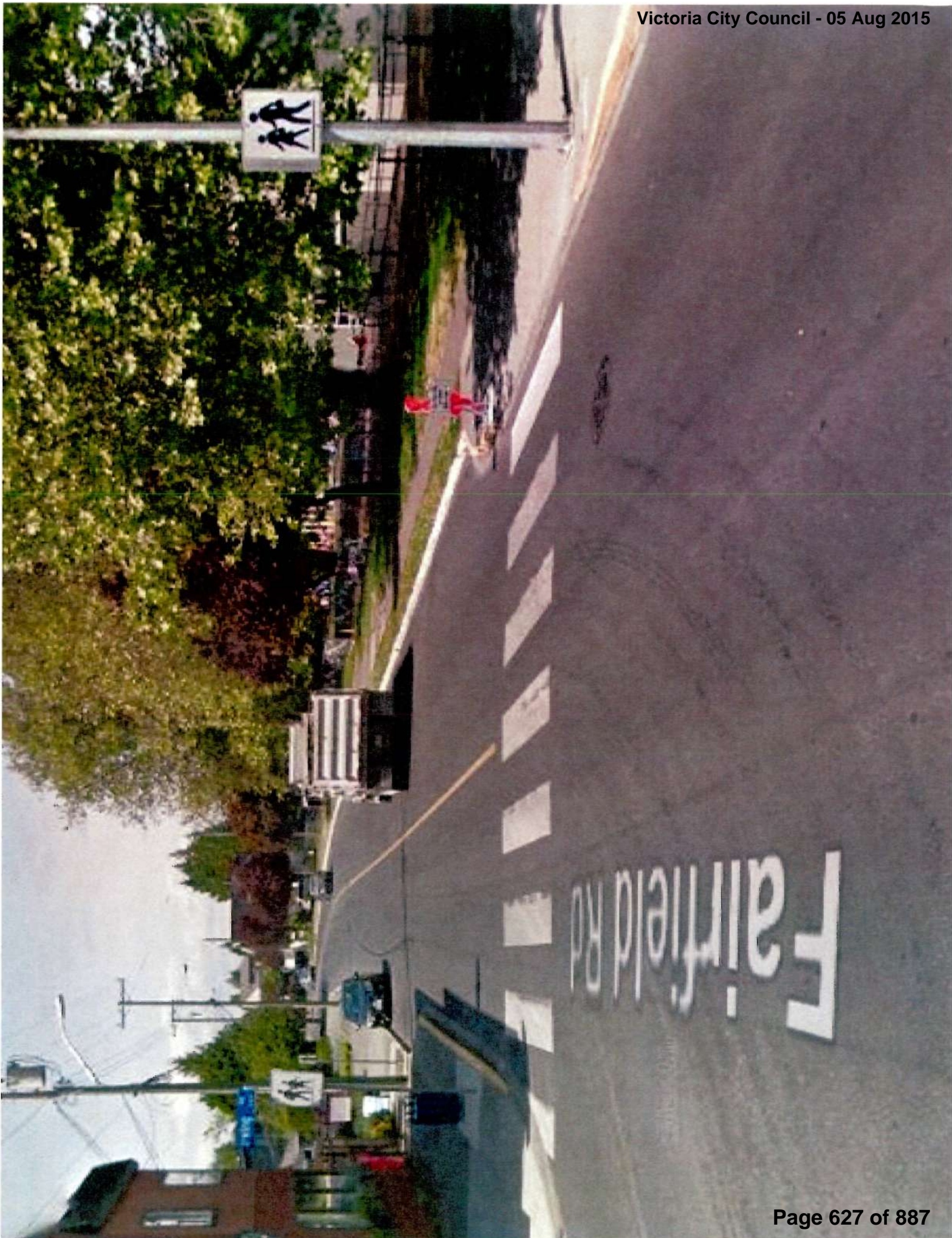
Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

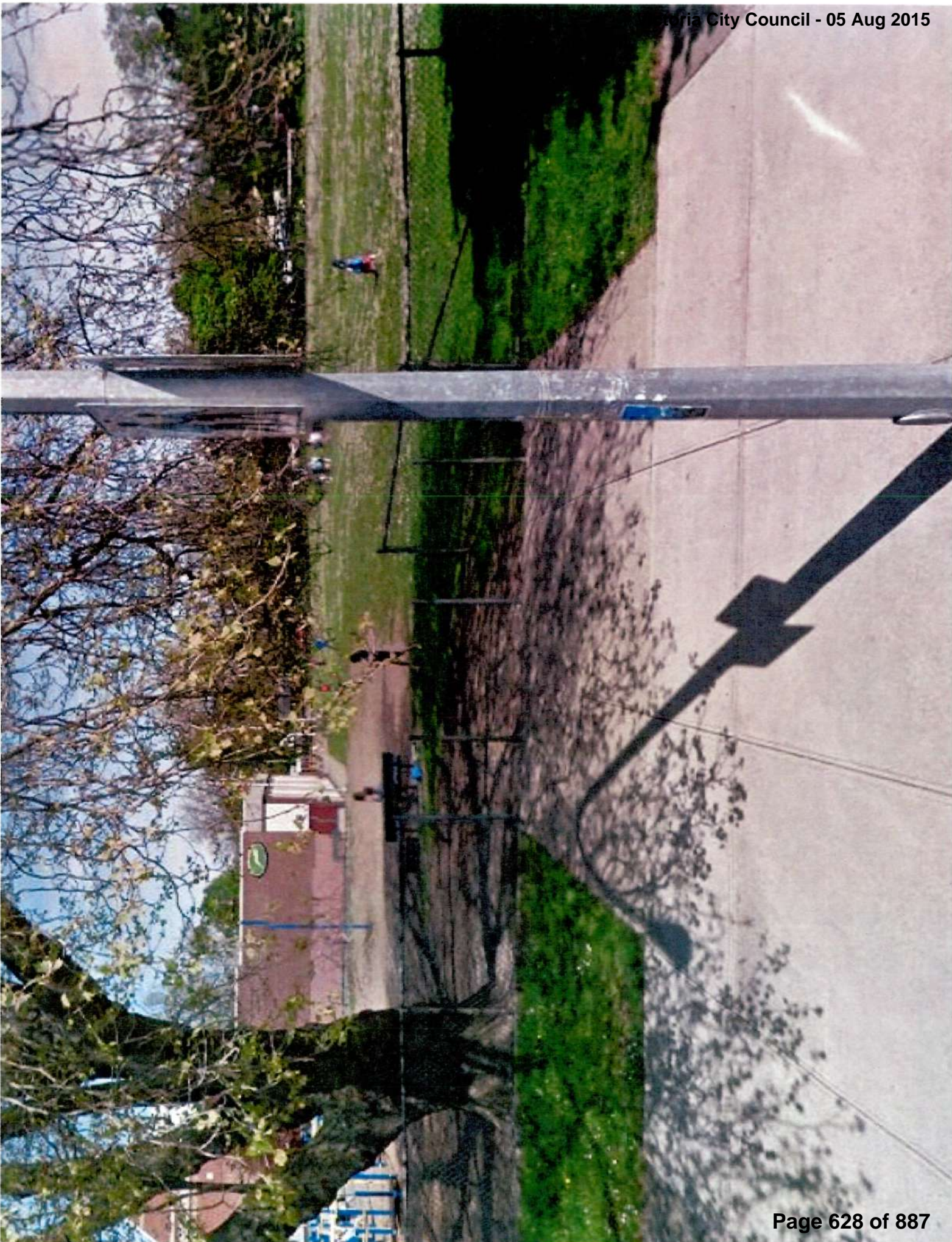
T 250.361.0571 F 250.361.0348













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2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: FED Restaurant Society

Mailing Address: #415-620 View St., V8W 1J6

Contact Person: Heidi Grantner Email: getfedvictoria@gmail.com

Telephone: 250-888-1217 Website: www.get-fed.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0061108

Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

Organization mission/mandate

To increase food awareness and community engagement by creating a vibrant downtown district that fosters green spaces and showcases restaurants committed to reducing their ecological footprint.

Brief history and role in benefitting residents of Greater Victoria

The Food Eco District (FED) is a local non-profit that is working to create a downtown district that celebrates food and sustainability. FED envisions a vibrant and distinct neighbourhood in Victoria's downtown core that is marked by increased public spaces and greenways with an abundance of edible plants. This district will contribute to a much-needed conversation about food security and urban agriculture on the Island, and we hope it will attract tourists and locals alike. We are working with the local restaurant leaders to put this vision into reality.

How many paid staff at organization? Full Time: 0 Part Time: 1

How many volunteer staff at organization? 6 Total volunteer hours: ~15/week

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$19,500

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Vancity	\$8,000	Project co-ordination & administration, garden materials, marketing, website development, honorariums.
Coastal Community Credit Union	\$1,000	Garden materials.
In Kind - Gift Cards from member	\$5,000 value	Reimbursing volunteers, trading for materials



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restaurants		
In Kind – Design services	\$5,000 value	Urban garden design and implementation
In Kind – Website	\$500 value	Website

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: The Food Eco District (FED)

Brief description of the project or program and why the grant is needed.

FED works with restaurants to help them increase on-site food production by providing them with a free urban garden consultation and design, and helps co-ordinate the building and installation of planters and urban garden features. FED also hopes to complete urban agriculture projects in public spaces (eg. boulevards), and on other private land (eg. parkades and under-developed lots). Funds from the Strategic Plan grants would be used in part to compensate our horticulturalist, who is currently providing design services on a volunteer basis and whose capacity could be greatly increased with compensation. Funds would also be used for the maintenance of gardens and the removal and re-purposing of materials for temporary installations.

In addition to support for urban agriculture projects, FED needs funding to market the district and increase consumer and tourist traffic. FED hopes to design and publish a map of the district, create print materials such as posters for members, and host a FED Launch Party and other events that raise the profile of the project. Additional funding would be used to increase the capacity of the current Project Co-ordinator, who could greatly increase the scale of the project with more dedicated time.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☒ Innovate and Lead
- ☒ Engage and Empower the Community
- ☒ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☐ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable
- ☒ Facilitate Social Inclusion and Community Wellness
- ☒ Enhance and Steward Public Spaces, Green Spaces and Food Systems
- ☐ Complete a Multi-modal Active Transportation Network
- ☐ Nurture Our Arts, Culture and Learning Capital
- ☒ Steward Water Systems and Waste Streams Responsibility
- ☒ Plan for Emergencies Including Climate Change Short and Long Term
- ☒ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

In supporting the world's first Food Eco District, Victoria has an opportunity to innovate and demonstrate regional leadership. Bigger cities across North America have adopted the Eco Districts framework, however this project is unique in its focus on food and food security. FED's urban agriculture projects will help increase Island-grown food, enhancing food security and reducing the carbon emissions associated with importing over 90% of our current diet. We hope the planting of edibles in community spaces and at member restaurants will engage the community and increase community wellness.



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Since restaurants must achieve a minimum level of sustainable operations, as measured by the Vancouver Island Green Business Certification, FED helps support local businesses that are leading the way in environmental management.

How many will benefit from the project or program? 5,000 + Percentage of Greater Victoria Residents? 100%

Who is your target audience? Everyone! Downtown residents, other locals, tourists of all ages...



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 45,500 Amount Requested \$ 10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 0

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
FED member restaurants	Heidi Grantner	250-888-1217	\$5,000
Design services	Tara Campbell	250-508-7218	\$5,000
Red Raven Creative	Ryan Hamilton	416-660-9898	\$500

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Vancity	Andrea Di Lucca	250-995-7647	\$8,000
Coastal Community Credit Union	Kristin Hocking	250-716-2834	\$1,000

Grand Total of Other Funding Sources \$ 19,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Since FED is mostly volunteer-run, the program will not stop if we do not receive the funding requested. However, the capacity and scale of impact will be greatly increased with extra funds, as it will allow us to undertake larger projects and grow our member base.



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**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: January 2015 To: December 2015

Project or program location: Victoria, BC (downtown core, Cook St. Village and Estevan Village)

Project or program timeline and major milestones.

Date	Milestone
July 2 nd , 2015	Installation of next urban garden project at The Village (satellite member)
August 20 th , 2015	FED Launch Party
September 2015	Installation of planters at the Atrium (tentative)
Fall 2015	Member recruitment push
December 2015	FED map designed/ updated with current members

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6-10 Total volunteer hours required: min. 25 hrs/wk

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☒ Other on printed map of district

☒ Newspaper Advertisement

☒ Newsletter

☐ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: FED Coordinator

Name: Heidi Grantner

Date: June 26, 2015

Food Eco District Project

REVENUES	Description	Total
Vancity Grant	For Overhead costs and local garden projects	8,000
Coastal Community Credit Union	grant	1,000
Private Donations	matching funds for projects, Jawl Properties etc	5,000
Other Grants	City, DVBA, Victoria Foundation, etc.	10,000
City of Victoria Grant	For Overhead costs and local garden projects	10,000
1% For the Planet Contributions incubator	Secured funds from 1% for the planet organizations	1,000
In Kind- Gift Cards	gift cards from restaurants, use as 'currency' \$250 ea	5,000
In Kind- Design Services	design for planters etc	5,000
In Kind- Website	\$500 for website services	500
TOTAL PENDING		26,000.00
TOTAL SECURED		19,500.00
Total Revenue		19,500.00

EXPENSES	Description	Total
Administration	15% to SSI	2,925
Project Manager	\$17/hour, 55-60 hours per month (\$1,000/month). Start March 31	2,500
Urban Garden Design & maintenanc	\$250 summer months to tara-maintenance	1,000
Garden Costs	soil, wood, hardware, etc	1,325
EcoDistrict Incubator		
Architectural Designer Honorarium	\$500-carly design honorarium (ideally-- not funded yet)	5,000
Marketing	Print materials, decals, pamphlets, signage, etc	750
Website	\$500 in kind, \$500 GC's, rest in cash (\$1000)	1,000
Gift Cards as Thank yous to Volunte	from FED restaurant members	5,000.00
Total Expense		19,500.00

Revenue less Expense	-
-----------------------------	----------

LEGEND

PENDING

SECURED

Grants	73%
Business	27%

PENDING

SECURED

CURRENT BUDGET

based on \$19,500

based on 20 members total

carry to 2016/ absorb variability in revenue

Janet Hawkins

From: FED Victoria <getfedvictoria@gmail.com>
Sent: Wednesday, Jul 22, 2015 4:25 PM
To: grants@victoria.ca; Public Hearings
Cc: Ben Clark; Jill Doucette
Subject: Re: Public Hearing Grant Questions
Attachments: bikekitchen.jpg

Good afternoon,

My sincere apologies for not responding to these questions before now! Please see my answers below:

1. Clarify what is meant by a bike kitchen.

A bike kitchen is essentially a bike repair toolkit, usually installed on the street for public use. Bike kitchens allow cyclists to repair minor bike issues like flat tires and broken chains free of charge while out and about. Saanich recently installed one (see the picture attached). While the FED team believes a bike kitchen would be a great addition to the FED district, it is not a project that we are considering for this year, and this grant money would not be allocated specifically to its installation.

2. Elaborate on the general community benefit for the proposed initiatives, distinct from the benefit for member restaurants, noting the City's inability to subsidize businesses.

FED's is primarily a project for the community. While we are working with local business partners to make this neighbourhood a destination, the vision extends beyond the restaurants in the district to the streets, alleyways, parking lots and all under-utilized concrete spaces. A vibrant FED district will contribute to the community in the following ways:

- urban beautification and food production (install street-side planters growing edibles for anyone walking by);
- community spaces (curate new community spaces that connect people to their food);
- food education (host events like walking tours and canning/preserving workshops).

3. How are you going to address issues around older buildings in the City and the weight of roof top gardens; how that is a disadvantage and what are you doing to address that?

Rooftop gardens can be a fantastic use of under-used urban spaces, and can help manage stormwater and reduce the urban heat island effect. If FED were to consider a rooftop garden project, we would work primarily with new buildings that could meet the structural requirements of a green roof, or possibly we would find a property owner partner who would commit to making the necessary structural upgrades to an existing building. However, as with the bike kitchen, we do not currently have any rooftop gardens planned and this grant money would not be used for this purpose.

Thank you for your consideration and please let me know if there is any other information I can provide.

Kind regards,

Heidi.

On Wed, Jul 22, 2015 at 3:48 PM, grants@victoria.ca <grants@victoria.ca> wrote:

Hi there,

FED Restaurant Society was emailed the following questions and requested a response via publichearings@victoria.ca, and have not received a response.

Please respond to the following questions by **4:30pm** today to be eligible to provide additional information.

FED Restaurant Society

1. Clarify what is meant by a bike kitchen.
2. Elaborate on the general community benefit for the proposed initiatives, distinct from the benefit for member restaurants, noting the City's inability to subsidize businesses.
3. How are you going to address issues around older buildings in the City and the weight of roof top gardens; how that is a disadvantage and what are you doing to address that?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am on **Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Natalie Goulet

Financial Analyst – Budgets

Finance Department

City of Victoria

1 Centennial Square

Victoria, BC V8W 1P6

T [250.361.0554](tel:250.361.0554) F [250.361.0278](tel:250.361.0278)



--

Jeff Wright

FED Program Manager

getfedvictoria@gmail.com

get-fed.ca



How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Cycling Coalition (GVCC)

Mailing Address: PO Box 8586 Station Central, Victoria, B.C. V8W 3S2

Contact Person: Ray Straatsma - Project Manager

Email: info@gvcc.bc.ca / straatsma.ray@gmail.com

Telephone: 250-294-4346

Website: www.gvcc.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No

Society Registration Number: #S-27514

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

The purpose of the GVCC is to promote and improve conditions for cycling in Greater Victoria. Our mission goals are to:

- Encourage more people to ride bicycles more
- Improve cycling education for all road users and residents
- Facilitate communication between cyclists, governments, community and business organizations
- Improve facilities and conditions for everyday bicycle use as transportation
- Develop and share information and communications materials that promote bicycle investments and usage.

Brief history and role in benefitting residents of Greater Victoria

The Greater Victoria Cycling Coalition is a volunteer-based non-profit organization that hosts and promotes educational activities and events that help "more people cycle more places, more often." The GVCC has been active in Victoria for almost 25 years. We have over 500 members, and dozens of volunteers. We work closely with supportive partners, municipal governments, businesses and community organizations to promote and advocate for smart urban design, bike-supportive infrastructure and citizen engagement.

Over the years, the GVCC has hosted and organized many successful events and activities to support active transportation – including 5-6 educational theme rides every year; design workshops and presentations – as well as ongoing research & communication with the cycling community and decision-makers to help shape and improve bicycle facilities in Victoria area.

How many paid staff at organization? Full Time: NO

Part Time: one temp. PT/volunteer coordinator

How many volunteer staff at organization? 20-25

Total volunteer hours: 2000 +

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$18,000 - \$20,000

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Membership Fees	\$7000	Website, Cycle Therapy newsletter, Admin.
Bike Count Volunteer Donations (via CRD)	\$1000	Volunteer and member events.
Rides, Events, Services	\$2000	Ride promotion, community events, AGM
Project Grants	\$5,000 - \$10,000	Public events & communication; venue rentals; volunteer stipends; paid project coordinator(s)

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **TransForm Speaker Series & Two Wheels Good: Community Events and Engagement**

Brief description of the project or program and why the grant is needed.

In the fall of 2015, the *Greater Victoria Cycling Coalition* (GVCC) will organize and co-host a series of public presentations, workshops and creative community activities to encourage ongoing citizen dialogue about city building, urban design and active transportation in the City of Victoria. Our primary partner for these public events will be the *Greater Victoria Placemaking Network* (GVPN).

In addition, the GVCC will develop communication tools and compile compelling research and content that promotes the broad benefits of cycling investments and increased bicycle ridership in Victoria – to complement and support the City's expanded investments in new bicycle facilities.

This proposal follows from and expands upon GVCC projects: our *Bikes Means Business* report (Feb. 2014); and our successful *TransForm Event Series* (July 2014-Feb. 2015). As with those initiatives, this program proposal will also build upon ongoing partnerships and relationships we have built with like-minded local non-profit groups, the Victoria business community and the City of Victoria.

We are seeking support for the following program of specific events and activities.

- Season Two of the TransForm Event Series (two main events, Fall 2015 - several more planned for 2016)**
 - Reimagining the Street (late September week or weekend):* Presentation/design event featuring urbanist/designer Mike Lydon (StreetPlans.org) followed by a citizen-led pilot project(s) and street design event(s). Likely location: Cook St. adjacent to Beacon Hill Park. *Partners/Participants:* GVPN; City of Victoria; local design professionals and organizations.
 - Great Streets Summit (October/November):* Presentations, community dialogue and engagement on future potential and vision for Victoria's main streets (e.g. Douglas Street; Fort St.; Pandora, Government, Cook St.) Possible guest speaker: Brent Toderian, former Planning Director, City of Vancouver. *Partners/Participants:* GVPN; Downtown Victoria Business Association; Fabulous Fort; Fort St. Properties; Cascadia Architects.

2. *Two Wheels Good: Community Engagement and Outreach*

Our *Two Wheels Good* project will produce and share quality communication tools and compelling information (e.g. infographics, photo booths of diverse bike riders in Victoria, public presentations, website and social media content) that educate citizens and promote the benefits of bicycle usage for broad diverse audiences (current cyclists, novice bike riders,

drivers and residents). These communication materials will be shared and presented at TransForm events in 2015 (and 2016), other public events, and via local media, community networks and social media. The *Two Wheels Good* communication and outreach campaign can also:

- Compile and share compelling research, evidence and examples from other cities, to demonstrate the benefits and successes of high quality bicycle investments;
- Assist the City of Victoria in promoting an expanding bicycle network, and adaptation of cyclists/motorists /pedestrians to new types of bike infrastructure (e.g. protected bike lanes; related road re-design);
- Explore and review successful education and communication campaigns that have addressed interaction, courtesy and safety among different transportation users – for a possible communication initiative in 2016.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Yes Innovate and Lead | <input type="checkbox"/> Y Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Y Engage and Empower the Community | <input type="checkbox"/> Y Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Y Strive for Excellence in Land Use | <input type="checkbox"/> Y Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Y Create Prosperity through Economic Development | <input type="checkbox"/> Y Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Y Demonstrate Regional Leadership |
| <input type="checkbox"/> Y Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The City of Victoria has recently committed to significant investments in bicycle facilities, including the first protected bike lanes downtown (Pandora Ave., with more to come). Community-oriented information and education can highlight the benefits of this growing **multi-modal active transport network**, and ensure success and support for those public investments.

The *TransForm Speaker Series* and *Two Wheels Good* outreach program seeks to **engage and empower the community** and **nurture learning capital** to educate local residents about best practices in contemporary urban design, bicycle planning and community-inspired placemaking. CarFreeDayYYJ, the rainbow crosswalks at City Hall, and the new Forr St. parklet all demonstrate broad public interest and support for **excellence in land-use** and a desire to **enhance and steward public spaces**. The *TransForm Speaker Series* and our *Two Wheels Good* project will celebrate and communicate the opportunities in Victoria to recreate and redesign similar public spaces, places and streets for broad community benefit. The program will demonstrate and support continued community and municipal opportunities and efforts to **lead and innovate** and **demonstrate regional leadership**.

Our citizen-led design activities, workshops and communication initiatives will promote and elevate community dialogue about city building, placemaking and active transportation in Victoria. Further, we seek to cultivate and engage a broad array of partners and participants, to ensure **social inclusion and community wellness** – for example, by actively



1 Centennial Square

Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015
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promoting the benefits of an "all-ages and abilities" bicycle network that can be enjoyed and used by both eight- and eighty-year olds.

The evidence is clear: Cities that nurture and promote active transportation, quality urban design, and unique public spaces attract innovative cutting-edge businesses (e.g. the tech sector) and in-demand employees (e.g. 'creative class' millennials). Vibrant cities create **prosperity through economic development**. We have recruited and **nurtured** partners in the **arts, culture** and design communities, as well as local businesses and developers to participate in and promote the proposed public events and initiatives outlined in our proposal.

Finally, we note our Program proposal is intended, in part, to fulfill the City Council motion passed on May 21, 2015: *"Work with partner organizations, including the Greater Victoria Cycling Coalition, Bike Victoria, Women's Everyday Bicycling (WeBike) Association and the Greater Victoria Placemaking Network, to host a public information series in September 2015 on cycling facilities, active transportation and placemaking in the City of Victoria."*

How many will benefit from the project or program?

We expect to attract diverse groups of citizens and residents in Victoria to our events and activities. Almost 900 people attended our *TransForm Series* in 2014-2015. Over one-third of Victoria residents regularly walk or bike to work, school, or for everyday services – most of whom would directly benefit from improvements to pedestrian and bicycle infrastructure, and the redesign of public spaces and neighbourhood streets in the City. We also seek to educate and inform broader groups of residents – those 'interested but concerned' citizens who would like to bike and walk more often, but have anxieties and (mis)perceptions about safety, convenient routes, rules of the road, riding with families and kids.

Percentage of Greater Victoria Residents?

About 10-12% of Victoria residents ride bicycles for transportation, and over 23% regularly walk to work. These active transportation users – and many more who seek to integrate 'active living' into their daily routines - are all potential audiences for our communication materials and public events.

Who is your target audience?

Our primary audience is Victoria-area citizens with an interest in city building, public space and active transportation, plus select professionals (designers, architects, planners, engineers) working in urban design and planning. However, we believe there is wide public interest in the broader community about active transportation, the built environment, more interesting streets and innovative urban design. We hope to engage that wider audience through this program.

PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 45,500 Amount Requested \$ 17,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 18%

How much is the organization contributing to this project or program? \$ \$3,000

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
District of Saanich	Mark Boysen	250-475-5494 ext.3466	\$4000

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Rethink Urban Consulting	Lorne Daniel	250-589-8712	\$2000

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
VanCity Credit Union (Pending)	Andrea Di Lucca	250.995.7647	\$5000
Greater Victoria Cycling Coalition	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$3000

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Cycling Coalition (volunteers, Board etc)	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$5000
Greater Victoria Placemaking Network (volunteers, etc)	Lorne Daniel / Jim LaMorte	778-433-0694 / 250-213-9221	\$3000
Living the New Economy	Jason Guille	250-385-5227	\$2000

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Downtown Victoria Business Association - DVBA	Ken Kelly	250-386-2239	\$1500

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount
DVBA	Ken Kelly	250-386-2239	\$3000

Grand Total of Other Funding Sources \$28,500 (\$12,000 confirmed, \$5000 pending, \$11,500 in kind or waived fees)

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

We would seek additional funding and/or in-kind support for our program of events. Alternatively, the GVCC and GVPN would scale back our planned TransForm events for fall 2015. Similarly, we would seek to reduce costs and scope of our

planned *Two Wheels Good* communications materials. Fewer people would be reached and engaged, but we could shift some events to 2016 or beyond.

SECTION 5. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: venues and sites in City of Victoria (possible Cook St. near Beacon Hill Park)

Project or program timeline and major milestones.

Date	Milestone
August	event planning and programming; research; recruit volunteers/participants
September	Research/graphic design/ pre-production of <i>Two Wheels Good</i> campaign materials
late September	Active Streets Week (or Weekend); Presentation and Street Pilot (& test Tool Kit with GVPN)
October	Release of <i>Two Wheels Good</i> package: infographics, photos, social media, promo materials
October	Great Streets Summit – Presentations on future of (e.g.) Fort, Douglas Pandora, Cook Streets.
November	present at Living the New Economy (live event and webcast)

SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50-60 volunteers Total volunteer hours required: 500-700 hours

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website - yes

☒ Social Media - yes

☐ Sponsor Plaque

☒ Other verbal recognition at events, banners etc.

☐ Newspaper Advertisement

☒ Newsletter - yes

☒ Annual Report - yes

SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: President



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
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Name: Edward Pullman

Date: June 25, 2015

TransForm-2 Wheels GVCC budget CoV Strategic grant 2015**Budget** **EXPENSES***TransForm Event Series (co-hosted w Placemaking Network)*

speaker fees / honoraria	\$15,000
venue rentals & costs	\$1,000
audio visual rentals & set up	\$1,700
event planning & coordination	\$6,500
travel, accommodation for speakers	\$4,000
graphic recording & illustration	\$2,000
street event materials (chalk, paint)	\$750
promotion and printing	\$2,000
SUBTOTAL	\$32,950

Two Wheels Good [2WG] - bicycle outreach/comms program

graphic design - contractor	\$1,200
website- new pages, design and content	\$1,000
2WG program planning & coordination	\$5,000
promotion/communication costs	\$500
video/photo/powerpoint production	\$1,300
materials and distribution	\$500
printing	\$1,000
SUBTOTAL	\$10,500

Administration

meeting space	\$200
financial services	\$150
organizational promotion - print & media	\$600
communication services (writing/research)	\$1,000
office supplies	\$100
SUBTOTAL	\$2,050
TOTAL	\$45,500

<i>Total Budget for GVCC Grant appl.</i>	\$45,500
<i>Request to City of Victoria -Strategic Grant</i>	\$17,000

prepared by Ray Straatsma,
Rstreets Communications for GVCC, June 2015

Janet Hawkins

From: Ray Straatsma <straatsma.ray@gmail.com>
Sent: Monday, Jul 20, 2015 10:10 AM
To: Public Hearings
Cc: info@gvcc.bc.ca
Subject: GVCC response to: Questions regarding your grant submission to Victoria Council

Greetings,

Here are our answers to the questions posed by Council regarding our Strategic Plan grant proposal. Thank you for the opportunity.

Regards, Ray Straatsma

m. 250.818.9266

1. Is there an opportunity to use one of the Transform Events to partner with the City in its public engagement around the City's proposed Cycling Network?

The GVCC is a volunteer-led organization that promotes and advocates for better cycling conditions in Greater Victoria. Our TransForm Event Series is designed to inform and educate citizens, community leaders and professionals about best practices in contemporary urban design, bicycle planning and city building. TransForm events have been supported and sponsored by multiple partners – from the CRD to Jawl Properties to the Greater Victoria Placemaking Network - and many more.

We welcome a partnership with the City of Victoria. For this particular grant period (mid-Aug to Dec 2015), the TransForm event series will address the City's proposed cycling network – via the 'Great Streets' theme, but also through engaging presentations about bicycle transportation, street design and pilot projects. We hope to continue such efforts into 2016.

Both Lorne Daniel (GVPN) and Ray Straatsma (GVCC) have met several times with Katie Hamilton (Director, Citizen Engagement & Strategic Planning) to discuss opportunities to highlight the city's plans. We have also approached several local planning firms (Urban Systems, City Spaces),

developers and businesses about participation in the series – and all are quite interested to support our efforts.

2. Further, what opportunities do you see for partnering with Citizen Engagement and Engineering specific to enhancing the work the City is doing?

Victoria is a bike-friendly city with strong ridership numbers. But as with many cities, there remains considerable misinformation or resistance about bike design, facilities and investments. We hope to significantly elevate the public discussion about city cycling and its benefits, and educate Victoria citizens about the value of enhanced investments in bike lanes and related infrastructure.

Both the TransForm events and Two Wheels Good outreach efforts are about engaging community leaders and citizens with creative and effective communication.

For example: we expect at least one (or two) of our events will include public design workshops, tours or pop-up events where specific streets can be explored to review opportunities and challenges around improved walking and cycling. As well, compiling and sharing current data about vehicle, bike and pedestrian patterns can help inform and demonstrate the value of improving facilities for active transportation in Victoria. Partnerships with the City's Engagement and Engineering team to realize those and related activities would be very welcome.

3. Are you going to request funding from all municipalities?

We will approach a number of municipalities for support of the TransForm event series. The material and content of our program has relevance across the region– and the GVCC does try to address cycling issues throughout the Victoria area. (For our Happy City event, we received support from Oak Bay, Saanich and Victoria).

However, as stated above, our events for this fall season (Sept –Dec 2015, the timeframe of this grant period) are generally oriented to complement the City of Victoria's bike plan. Still, we secured a grant this year from the District of Saanich in support of this fall's TransForm Event series. The District expects at least one event or forum take place at a Saanich venue. We expect other municipalities would like to see the same with regard to event locations. But doing so effectively is challenging, in terms of marketing, attendance and timeliness.

With continued success of the TransForm series and our related activities, we hope to address broader regional issues in 2016, 2017 and beyond – and expect to secure broader municipal support in the near future.

On 16 July 2015 at 18:37, Public Hearings <PublicHearings@victoria.ca> wrote:
Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Greater Victoria Cycling Coalition

1. Is there an opportunity to use one of the Transform Events to partner with the City in its public engagement around the City's proposed Cycling Network?
2. Further, what opportunities do you see for partnering with Citizen Engagement and Engineering specific to enhancing the work the City is doing?
3. Are you going to request funding from all municipalities?

Please note I have copied staff in Engineering and Citizen Engagement and Strategic Planning for their information.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**

☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Placemaking Network Society

Mailing Address: 303, 1158 Fairfield Road Victoria V8V 3B1

Contact Person: Lorne Daniel

Email: lorne@victoriaplacemaking.ca

Telephone: 250-589-8712

Website: www.victoriaplacemaking.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0064132

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: _____

Organization mission/mandate

The purposes of the Society are:

- (a) to promote the planning and development of healthy and inviting public spaces in Greater Victoria.
- (b) to foster public engagement in urban planning issues in Greater Victoria.
- (c) to advocate for public spaces and streets that support diverse citizen needs and interests.
- (d) to engage in community projects that demonstrate constructive placemaking.

Brief history and role in benefitting residents of Greater Victoria

Greater Victoria Placemaking Network was formed in September 2014 following 18 months during which a group of citizens had gathered for urban discovery walks in neighbourhoods that included Oaklands, downtown, and Burnside Gorge. The group saw the value of a non-profit group to promote healthy and inviting public spaces and streets in Greater Victoria. The group held monthly meetings from September 2014 through June 2015 and initiated or participated in public space events that included "chair bombing" in the Central Library atrium and at Millie's Lane, a space design conversation on Rockland Greenway, and a series of Jane's Walks.

We have also done presentations as part of the Dockside Green Dialogues series and the Growing Health Cities Conference, co-sponsored the Charles Montgomery talk at TransForm, and spoken to a variety of organizations including the Victoria Community Associations Network.

We have participated in Mayor Helps' Pandora Task Force, where we are assisting with placemaking enhancements to foster a healthy street environment in the vicinity of Our Place shelter.

We have regularly attracted 30-50 people to meetings and have an active online membership, with hundreds of people receiving our web newsletter and participating in our Facebook group. We are also active on Meetup and Twitter. We have successfully engaged a broad spectrum of Victoria residents, including children, young adults, seniors, working and retired professionals, and business people.

Our members have begun constructing a "Great Streets Tool Kit" and are planning a series of public events for fall 2015. In the longer term future, we look forward to helping advance neighbourhood placemaking projects including urban village planning and local area plans in the City.

How many paid staff at organization? Full Time: 0

Part Time: 0

How many volunteer staff at organization? 20 – all part-time

Total volunteer hours: 1000+

2015 Strategic Plan Grant Application Form

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$ 6140 (Sept 2014-Aug 2015)

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Dockside Green	\$ 1000	fall 2015 program
Rethink Urban consulting	\$ 5000	operational expenses including venues; support of 2014 TransForm series; original website development; logo; printing; incorporation
member donations	\$ 140	operational expenses

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: TransForm Event Series and Great Streets Tool Kit

Brief description of the project or program and why the grant is needed.

We are proposing two linked projects: collaboration on *TransForm Event Series* and the creation of a *Great Streets Tool Kit*.

TransForm Event Series

In September 2015 we propose to collaborate with Greater Victoria Cycling Coalition, the City of Victoria and others to create two engaging **TransForm** events: (1) *Reimagining the Street* (September) would include a presentation on 'tactical urbanism' (quick, inexpensive space improvements) by Mike Lydon of Streetplans.org, as well as a community day to construct temporary street furniture and a one day "renovation" of a street. We are currently consulting with residents and organizations regarding holding this intervention on Cook Street between Park and Dallas Road. Event (2) *Great Streets Summit* (Oct / November) would feature presentations, community dialogue and engagement on future vision and potential of Victoria's main streets (e.g. Douglas Street; Fort St.; Pandora Ave, Government St, Cook St.). Possible guest speaker: Brent Toderian, former Planning Director, City of Vancouver.

Our *Great Streets Tool Kit* has two primary objectives:

1. The creation and assembly of reusable materials and tools to facilitate temporary street pilot projects at multiple locations and times. The pilot projects are intended to address, identify and illustrate community-led solutions to improve mobility and the public realm. Identified materials include planter boxes, green turf, custom signage, chairs, benches, hay bales, paint, pylons and cones, chalk and more.
2. To document select placemaking and pilot project activities with video and photos. Visuals will be shared via social media, GVPN website and other channels, to promote the value of placemaking as an engaging form of community collaboration and creativity. Visual materials and communication will be designed to inspire future placemaking projects and pilots in 2016 and beyond. A video will be streamed as part of the *Living the New Economy* conference in November.

We are also seeking support to continue building community capacity for placemaking. During the fall of 2015, we need funds for public meetings, printing materials and venue rental.



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Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Victoria's Strategic Plan (2015-2019) puts a strong emphasis on improved community engagement with key priorities that include 'complete an active transportation network, enhance and steward public spaces, & excellence in land use.' The Strategic Plan also makes several references to placemaking as a means to engage and enhance community learning and leadership in city-building.

As well, in May 2015, Victoria City Council adopted several recommendations regarding "Cycling Network Implementation" – the third of which reads: "Work with partner organizations including the Greater Victoria Cycling Coalition, Bike Victoria, Woman's Everyday Bicycling (WEBike) and the Greater Victoria Placemaking Network to host a public information series in September 2015 on cycling facilities, active transportation and placemaking in the City of Victoria."

This project will advance the implementation of active transportation in the City, including the bike plan, by integrating bike lane pilots and public awareness experiences into the *Great Streets* event. It will engage the community in active placemaking projects. And it will build future capacity through the creation of the *Great Streets Tool Kit* and communication media.

How many will benefit from the project or program? with a broad goal of creating change to urban space that supports personal and community health, this program doesn't target a specific demographic – its intent is to shift our design and use of public spaces such that all citizens can enjoy healthier lives Percentage of Greater Victoria Residents? _____ %

Who is your target audience? citizens with an interest in public space and active transportation, plus professionals (designers, architects, planners, engineers) working in urban design fields



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 43,500 Amount Requested \$ 23,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 9 %

How much is the organization contributing to this project or program? \$ volunteer time plus the sponsorships & in-kind noted below

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Dockside Green	Ally Dewji	250-380-7278	\$ 1000
Rethink Urban Consulting	Lorne Daniel	250-589-8712	\$ 2000

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Living the New Economy	Jason Guille	250-385-5227	\$2000
Victoria Placemaking Network (volunteer hours/time)	Lorne Daniel / Jim LaMorte	250-589-8712 /	\$3000
Greater Victoria Cycling Coalition (volunteers, Board)	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$5000

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Cycling Coalition (via City Grant if successful)	Edward Pullman / Ray Straatsma	250-415-0552 / 250-294-4346	\$ 7500

Grand Total of Other Funding Sources \$ 20,500 [\$10,500 cash, \$10K in kind]

Partial funding may be available. Will the project occur without full funding by the grant? X Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without full funding, these projects would be scaled down. The Great Streets event would be a smaller, volunteer-only, event and would attract fewer people. Elements such as a professional quality video recording to promote innovative



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streets could not be completed. The Network's capacity to promote placemaking would be limited.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: various; tentative street location, Cook St between Park and Dallas Road

Project or program timeline and major milestones.

Date	Milestone
August	event planning, recruit volunteers and participants.
late September	hold <i>Reimagining the Street</i> weekend; first test of Tool Kit
October / November	edit / produce learning materials from weekend; refine and continue production of Tool Kit; hold <i>Great Streets Summit</i> (Oct or November)
November	present at Living the New Economy (live event and webcast)
December	complete production of Great Streets Tool Kit, including physical materials and multimedia elements

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50 estimated Total volunteer hours required: 500

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☐ Other _____

☐ Newspaper Advertisement

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: President



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Name:

Lorne Daniel

Date:

June 26 2015

City of Victoria Strategic Plan grant application - Greater Victoria Placemaking Network

Budget EXPENSES*TransForm Event Series*

speaker fees	\$15,000
venue rentals and costs	\$1,000
audio visual rentals / set-up / assistance	\$1,700
event planning & coordination	\$3,600
travel, accommodation for speakers	\$4,000
graphic recording & illustration	\$2,000
street event materials (chalk, paint, etc)	\$700
promotion and printing	\$2,000
SUBTOTAL	\$30,000

Great Streets Promotion and ToolKit

building materials	\$750
project website	\$1,000
equipment rentals	\$500
video recording & editing	\$3,750
landscape materials	\$500
printing	\$1,000
moveable weatherproof signage	\$2,500
SUBTOTAL	\$10,000

Administration

meeting space	\$225
legal & financial fees	\$175
organizational promotion - print & media	\$1,000
writing services	\$2,000
office supplies	\$100
SUBTOTAL	\$3,500
TOTAL	\$43,500

Janet Hawkins

From: Lorne Daniel <lorne@victoriaplacemaking.ca>
Sent: Monday, Jul 20, 2015 9:01 AM
To: Public Hearings
Subject: Re: Questions regarding your grant submission to Victoria Council

Hello, here are our replies to questions from our grant submission presentation:

1. Clarify how these projects overlap and the distinction between this application and the application from the Greater Victoria Cycling Coalition.

The Greater Victoria Placemaking Network and Greater Victoria Cycling Coalition grant applications include a common element - the TransForm event series. The two organizations are both working on this project (in addition to the other elements in their respective applications). GVPN and GVCC are each requesting a portion of the funding that would be required to plan and implement this event series.

2. Elaborate on the distinction between the role and value added by the Placemaking Network and what is the City's responsibility. What would be your wish in how the City should participate?

As a volunteer citizens' organization, Greater Victoria Placemaking Network is promoting placemaking throughout Greater Victoria. Whereas the City's role is to implement its Official Community Plan and Council's Strategic Plan, the role of the GVPN is to give voice to grassroots citizen interests and perceptions, and to work together on projects that interest our members. GVPN projects include a range from social gatherings and informative walks to consultations with private space owners to planning input on the public realm. We work collaboratively with other non-profits, with private developers, and with municipalities in instances where our goals overlap - such as the projects included in our grant application. We would like the City to collaborate on the projects identified in the grant application by participating in planning, providing staff and procedural assistance and in some cases contributing materials or other resources. We have held numerous meetings with City staff to date and expect the collaboration process to continue if the grant is approved.

Thanks for this opportunity!

Lorne Daniel
Greater Victoria Placemaking Network
250-589-8712

Lorne Daniel



<http://VictoriaPlacemaking.ca>

Twitter: @VicPlacemaking

On Thu, Jul 16, 2015 at 3:41 PM, Public Hearings <PublicHearings@victoria.ca> wrote:
Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Greater Victoria Placemaking Network Society

1. Clarify how these projects overlap and the distinction between this application and the application from the Greater Victoria Cycling Coalition.
2. Elaborate on the distinction between the role and value added by the Placemaking Network and what is the City's responsibility. What would be your wish in how the City should participate?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T [250.361.0571](tel:250.361.0571) F [250.361.0348](tel:250.361.0348)





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How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- x- Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- x- Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where we Live- LifeCycles Project Society

Mailing Address: 1-625 Hillside Ave.

Contact Person: Maurita Prato

Email: maurita@lifecyclesproject.ca

Telephone: 250-383-5800

Website: www.lifecyclesproject.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes Society Registration Number: _____

Are you a registered Charity? ☒ Yes Charity Registration Number: #89120 0743 RR 0001

Organization mission/mandate:

LifeCycles cultivates community health from the ground up by connecting people, the food they eat and the land it comes from. We support people in gaining the knowledge, skills and resources they need to access or grow their own food in a way that fosters biodiversity and enhances our urban environment. At LifeCycles we envision a world where all people participate in vital communities that co-create and celebrate abundant, healthy, local food and food systems.

Brief history and role in benefitting residents of Greater Victoria:

LifeCycles has been cultivating communities for 21 years. In 2014/15, with the help of over 471 volunteers and 112 community partners and local businesses, we touched the lives of more than 28,783 people, working in depth with more than 2,525 individuals through our projects and programs.

LifeCycles' roots begin in 1994 in the soil of an international youth exchange in Santiago, Chile. Together, we identified a common need to spread awareness about food issues, and to get youth active in the promotion and creation of food gardens in urban areas. With a growing understanding of the links between globalization, the corporatization of food systems, environmental degradation, and structures of human inequality, the founding members of LifeCycles decided to act. Among LifeCycles' first projects were community gardens tended by youth, whose harvests supplied local soup kitchens. It is from these beginnings that Lifecycles has grown. Our programs have always sought to address systemic and interconnected issues such as urban sustainability, poverty, and health and nutrition by offering practical, accessible, and hopeful solutions in Greater Victoria. The majority of our work is with vulnerable populations in the urban context.

LifeCycles continues to be on the forefront of food security issues and solutions in Victoria. We are the largest food literacy organization in Victoria, having substantial impact through our programs and vast networks. Our current programs, all run within Greater Victoria, include:



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1. Growing Schools - hands-on garden education on school grounds throughout the seasons.
2. Fruit Tree Project- fruit and produce gleaned and redistribution program.
3. Victoria Seed Library- public seed access, exchange, saving, and education program.
4. Community Food Project- building skills capacity through garden creation, urban agriculture, community kitchens, and food preservation.
5. Welland Legacy Orchard- maintenance and public programming in a half-acre public heritage orchard.
6. PEPÁKEN HÁUTW, garden education and native plant propagation program for all students at ŁÁU, WELNEW tribal school.

How many paid staff at organization? Full Time: 2 _____ Part Time: 10 _____

How many volunteer staff at organization? 1 staff (471 organizational volunteers) Total volunteer hours: 4225 hrs/yr

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$356, 874 (2014/15 Actuals), \$427, 652 (2015/16 Projected)

What other sources of funding do you receive and how is it used? **(This chart indicates confirmed funds for our current fiscal year 2015/16)**

Source	Total Funding	Use
Victoria Foundation	\$40, 000 (ends in mid August)	Social Enterprise and Fruit Tree Project – Funding ends mid August
Town of View Royal	\$8, 500	Welland Legacy Orchard Programing
Municipality of Saanich	\$10, 000	Seed Library, Community Food Program
United Way	\$60, 000	PEPÁKEN HÁUTW (\$20, 000), Community Food, Seed Library, Fruit Tree Project (\$40, 000)
BC Gaming	\$30, 000	Operations, where needed
Vancouver Foundation	\$15, 000	Seed Library
VanCity (through partnership with WSAANIC school board)	\$8, 000	PEPÁKEN HÁUTW
TD Friends of the Environment	\$12, 000 (multiple intakes some pending)	Seed Library, Fruit Tree Project
Telus	\$20, 000	Eat, Laugh, Learn project
Environment Canada	\$15, 000	Seed Library, Community Food Project
HRDC	\$9, 600	Summer Students (Office and Fruit tree project)
BC Housing	\$24, 000	People, Plants and Homes Project
Luna Trust	\$10, 000	Communications, Professional Development-Staff retention fund
VIHA	\$30, 000	PEPÁKEN HÁUTW
Social Enterprise/Fee for Service	\$40, 000 (some pending)	Growing Schools, Fruit Tree Project
Donations and grants \$5K and under	\$40, 000 (some pending)	Operations, Fundraising, Events, Communications, Cross Program



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Has the organization filed for bankruptcy or currently seeking credit protection?

☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Fruit Tree Project – City of Victoria

Brief description of the project or program and why the grant is needed.

The Fruit Tree Project harvests fruit that would otherwise go to waste and redistributes the bounty to our community. Last year the project brought in and redistributed 32,061 lbs of fruit with 168 volunteers, who put in 1059 volunteer hours. We provided fresh, local fruit to more than 15,744 food insecure people in Victoria, delivered 30 food preservation workshops, and reached over 25,550 individuals.

This 17-year-old project links people who have surplus produce in their yards with people who have the willingness and ability to harvest it, and then delivers the produce to people and community groups that do not have access to fresh produce. Volunteers harvest fruit from private trees that would otherwise go to waste. Fresh cherries, plums, apples, pears and other fruits and vegetables are then distributed through community centres and food banks, shared among volunteer pickers and tree owners, and used in value-added products whose sales help support the Fruit Tree Project.

With current trends towards drought conditions in the region and larger global issues threatening fruit tree production, the Fruit Tree Project is also working with GRAFT (growing regionally adapted fruit trees) and our Welland Orchard program, to create fruit tree care workshops and educational materials free to the public. As well, the project is using Fruit Tree Project scion wood to graft onto rootstock in order to create a community nursery. Saplings from the nursery will be redistributed and planted in backyards and boulevards across Greater Victoria to ensure fruit trees forever in the region.

This coming year will represent a new challenge to the Fruit Tree Project, as the project enters a period (as of August 2015) without core funding from a past reliable funder. The Fruit Tree project is seeking funding from the city, at the height of our season, to help bridge us during this time of shift. Past funding has supported us in developing and strengthening our social enterprise, which will be seeing its first year of implementation in its new form this season. We see our social enterprise component strengthening the project long term, but still require core support, particularly during this transition.

It costs LifeCycles just over \$40,000 to run the Fruit Tree Project from August to December. If we include fruit tree care educational materials and workshops, and a much needed update of our 'pick site' technology, the costs are an additional \$10,000- \$15,000. We are requesting \$30,000 from the city which would allow our organization to meet these goals and help stabilize the project into the future.

Does this project or program impact public space?

☒ NO

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

☒ Innovate and Lead

☒ Engage and Empower the Community

☐ Strive for Excellence in Land Use

☒ Build Financial Capacity of the Organization

☐ Create Prosperity through Economic Development

☒ Make Victoria More Affordable



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X Facilitate Social Inclusion and Community Wellness

X Enhance and Steward Public Spaces, Green Spaces
and Food Systems

Complete a Multi-modal Active Transportation Network

Nurture Our Arts, Culture and Learning Capital

X Steward Water Systems and Waste Streams Responsibility

X Plan for Emergencies Including Climate Change Short and
Long Term

X Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 1: Innovate and Lead AND Objective 13 Demonstrate Regional Leadership:

The LifeCycles Fruit Tree Project is the oldest and largest of its kind in North America. It brings in more than double the amount fruit with less than half the staff of any other project in Canada. Our pick site and systems (although badly needing to be updated) are the most innovative of any other known systems for this type of project. We field questions from other projects throughout Canada and beyond on how to better run their project. We are piloting a farm gleaning pilot this year using the success, networks, and systems of the Fruit Tree Project to bring local vegetables to the people who need them most. We continue to be bold, innovative leaders bringing people together. With the right support, our Fruit Tree Project can scale up and provide even more support regionally and beyond.

Objective 2: Engage and Empower the Community, AND Objective 7: Facilitate Social Inclusion and Community Wellness:

Last year the LifeCycles Fruit Tree Project recruited, trained and engaged 168 key volunteers and harvest leaders, who put in 1059 volunteer hours towards picking and redistributing fruit through 45 social service agencies, neighbourhood houses, and community associations. We engaged 218 home owners in the project and delivered 30 canning and food preservation workshops, reaching 25,550 individuals. The Fruit Tree project engages people from all walks in outdoor recreation which requires problem solving and teamwork. Special fruit tree picks are organized for various groups such as SOLID (Society of Living Intervenes Drug Users), Garth Homer Society, Inclusion Works, Vic West Community Centre and others to enhance participants' quality of life and encourage social Inclusion.

Objective 4: Build the Financial Capacity of the Organization:

LifeCycles' strategic planning process over the last 3 years has focused on diversifying funding. To this end we are building our individual supporter base and bringing a social enterprise or fee-for-service component into many of our program areas.

The innovation of our Fruit Tree Project includes a long-standing social enterprise component which boasts strong partnerships with established socially minded and locally owned businesses. Rather than accrue the capital investment cost of food processing infrastructure and expertise, we have partnered with leaders in the field who can help facilitate product development within their existing facilities. Our Social Enterprise Coordinator has spent this past winter and spring taking a high-level view of what products are currently meeting our social enterprise objectives, and identified opportunities for expansion. He generated and screened ideas for new products and presented the feasibility of a new revenue positive product to the organization: LifeCycles Backyard Blend Hard Cider. Throughout this process he consulted an advisory board made up of experienced business and nonprofit leaders. If successful, this single product has the ability to support 25% of our Fruit Tree Project operations costs.

Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems AND Objective 6: Make Victoria More Affordable:

LifeCycles Fruit Tree Project enhances Victoria food systems and invites citizens to take part. We help



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people to gain the knowledge and skills to pick fruit, prune, water, and take care of their fruit trees over the long term. To ensure that an abundance of fruit trees thrives into the future we teach people to graft, plant and steward regionally adapted fruit tree seedlings. The Fruit Tree Project offers free local fruit to anyone who wants to pick it. In addition, last year the project provided fresh, local fruit to more than 15,744 food insecure people in Victoria.

Objective 11: Steward Water Systems and Waste Streams Responsibly AND Objective 12: Plan for Emergencies Including Climate Change Short and Long-Term:

Last year the project harvested and redistributed 32,000lbs of fruit that would have otherwise gone to waste. This avoided greenhouse gas emissions associated with the corresponding amount of food waste and the food miles saved from not needing to import the equivalent amount of fruit. This year we aim to harvest 40,000lbs of fruit. From a climate perspective that is equivalent to a savings of 21,739 lbs of CO2 emissions.

In planning for food security in the face of climate change, LifeCycles Fruit Tree Project is also focusing on helping fruit tree owners better care for their trees and preserve the harvest. We source and graft regionally adapted and heritage fruit trees that will be resilient in the face of climate change, and redistribute the seedlings to citizens keen to plant them in Victoria's backyards and boulevards. These activities help to safeguard our future food sources in the face of emergencies.

How many will benefit from the project or program? 25,550 Percentage of these are Greater Victoria Residents 100%

Who is your target audience? Food insecure and vulnerable populations, fruit tree owners, those wanting to get engaged in local food systems



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$55,000 Amount Requested \$ 30,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 25,000

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount
United Way	Tara Tagart	250-220-7359	\$ 10,000
Victoria Foundation	Carol Hall	250-381-5532	\$ 8,000

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Social enterprise income	Tim Fryatt	(250) 383-5800	\$5,000
Donations	Mary Tooley	(250) 383-5800	\$2,000

Grand Total of Other Funding Sources \$ 25,000

Partial funding may be available. Will the project occur without full funding by the grant? Yes

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

The Fruit Tree Project is our biggest and most well known organizational project. With partial funding the basic program would still run this fall, however this would mean that LifeCycles would have to move funds away from other programs and possibly reduce staff hours. This would affect our ability to move ahead



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with our social enterprise as planned, and cause us to scale down the educational (including sharing of fruit trees to victoria citizens and boulevards) and systems update components of the program. If other funds could not be sought, this would affect future seasons.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 31, 2015

Project or program location: Various Backyards and Service Providers across Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
August- October	Harvesting and Redistributing Fruit and Produce
August- October	Hosting canning and fruit preservation workshops
August- December	Recruiting fruit tree owners, fruit tree volunteers and streamlining systems
August-December	Promoting Fruit tree stewardship through educational materials and on-site workshops open to the public at Welland Legacy Orchard
November-December	Distributing fruit trees grafted by the Fruit Tree Project and project partner GRAFT for backyards and boulevards
November- December	Strengthening and implementing Social Enterprise, value added products, marketing and production
November-December	Create open source app for food picking sign up system

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 130 Total volunteer hours required: 794.25

Can the project or program occur without volunteer support? ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☐ Other _____

☐ Newspaper Advertisement

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity



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- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Position: Executive Director

Name: Maurita Prato

Date: June 25th, 2015

Signature:

A handwritten signature in black ink, appearing to read 'Maurita Prato', on a light blue background.

City of Victoria 2015 Budget - Fruit Tree Project

EXPENSES		August	September	October	November	December	
Wages & Salaries							
Co-ordinator		1,958.00	2,447.50	2,447.50	1,958.00	1,958.00	
Director		826.88	826.88	826.88	826.88	826.88	
Canada Summer Jobs		1,984.50	0.00	0.00	0.00	0.00	
Social Enterprise		882.00	882.00	882.00	882.00	882.00	
Harvest Support		1,984.50	1,984.50	1,984.50	595.35	0.00	
Contractors & Honoraria		0.00	0.00	0.00	0.00	0.00	
Professional Development		0.00	0.00	0.00	0.00	0.00	
Materials & Supplies		800.00	3,785.00	400.00	1,750.00	0.00	
Volunteer Appreciation		0.00	0.00	0.00	1,050.00	0.00	
Equipment		0.00	0.00	0.00	300.00	0.00	
Printing		250.00	200.00	150.00	0.00	0.00	
Office & Postage		0.00	0.00	0.00	0.00	0.00	
Phone and Internet Costs		0.00	0.00	0.00	0.00	0.00	
Travel		0.00	0.00	0.00	0.00	0.00	
Bank & Interest		0.00	0.00	0.00	0.00	0.00	
Computer Costs		0.00	0.00	2,000.00	1,500.00	0.00	
Audit and External Accounting Costs		0.00	0.00	0.00	0.00	0.00	
Rent and Other Occupancy Costs		266.09	266.09	266.09	266.09	266.09	
Amortization		0.00	0.00	0.00	0.00	0.00	
Insurance (premises & directors)		0.00	0.00	0.00	0.00	0.00	
Van Costs (ins, fuel, R&M)		235.05	235.05	235.05	235.05	235.05	
Overhead and Admin		1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
							Total Expenses
Total Expense		10,687.02	12,127.02	10,692.02	10,863.37	5,668.02	50,037.43
Wages & Salaries	Harvest Coordinator/ Social Enterprise: aug-oct 35 hrs; Nov 25hrs; Dec 10hrs; Fruit Tree Program Coordinator: 20 hrs a week, except for in our busiest months September and October Director Support: 6 hr/wk						

[illegible]

Janet Hawkins

From: Maurita Prato <maurita@lifecyclesproject.ca>
Sent: Thursday, Jul 16, 2015 5:47 PM
To: Public Hearings
Subject: Re: Questions regarding your grant submission to Victoria Council
Attachments: FTP City's questions answered.docx; 2014_Distribution_Agencies. new.xls

Below are the answers to the posed questions in the body of the e-mail, I have also included the answers in a word document and have attached an additional partner agencies chart.

Please do not hesitate with any further questions.

Home is Where we Live - LifeCycles Project Society

1. Elaborate on the mechanism you are using to provide social justice in the distribution of food; the metrics in terms of pounds of food to various agencies.

Out of the 32,061lbs we harvested last year, we delivered 11,808 lbs of fruit/produce to 35 social service agencies. **See the agency list attached for more details.** Each year we call up to 45 agencies before the harvest season to see who wants fruit, how much they can take, and when we can deliver it. We donate more to Mustard Seed and other agencies within the City of Victoria that have the capacity to store and process quantities of ripe fruit, and serve more vulnerable people. Unfortunately we don't track the exact number of lbs of fruit per agency. We use the metric of .75lbs per serving of fruit per person, giving us the 2014 result of providing fresh local fruit/produce to 15,744 food insecure or vulnerable people in Greater Victoria.

Many of the 2014, 168 volunteers, and their families would be considered low income. Many of the 2014, 347 tree owners or renters call us because they are elderly or differently abled and cannot pick the fruit themselves. Our volunteers pick the fruit and take 25% for themselves and their families and share 25% to the tree owner or renter and their families. We don't include the volunteers nor homeowners in the numbers above, because it is hard to track their demographics therefore the above number, 15,744 food insecure people, is likely lower than the actual.

We also provide canning and food preservation workshops for many of these agencies, empowering people to take part in the food system. Last year we provided 20 free workshops for social service agencies.

Please see the attached distribution chart for info on the agencies we worked with last year.

2. What are your metrics in terms of your proposed expansion in terms of pounds of food harvested?

Last year we harvested 32,000lbs of fruit from 347 trees. This is an average of 92lbs of fruit from each tree. There were an additional 60 trees we couldn't pick due to limited volunteers, transportation and cooler space.

All of these trees are in our current Fruit Tree Project Database and we have been in contact with the tree owners.

This year our goal is to harvest and redistribute 40, 000lbs of fruit. So far this has been a better fruit year, with plum trees as an example yields per tree have been 25% higher than last year.

If we stay conservative and use the low estimate of 92lbs per tree (last years average), and if we are able to harvest 347trees + an additional 20 trees (from the additional 60 requests) from last years contacts, we will still need an additional 66 more trees, and more harvest leaders and volunteers to pick.

Here is how we have been recruiting more trees, volunteers, and capacity to reach our goal:

- ☐ Created database of landscapers, tree farmers, real estate agents and arborists, to refer trees into our system. (estimated to bring in an additional 15 trees)
- ☐ Identified and recruited higher yielding trees on the peninsula to bring fruit in, including old orchards (estimated to bring in an additional 15 trees)
- ☐ Taking over Sooke's fruit tree project (estimated to bring in an additional 35 trees)
- ☐ Have acquired another Van so that we can have two teams harvesting at the same time.
- ☐ Created new print materials for recruiting volunteers especially harvest leaders, and bringing in more trees. (estimated to bring in 15 more harvest leaders and 30 more volunteers)
- ☐ More outreach events to attract volunteers and fruit tree owners (estimated to bring in more trees and volunteers)
- ☐ Stronger connections with Camosun and Uvic for fall picking (This is when our volunteer help dries up a bit)
- ☐ Pick projection- we know roughly when and what amount things are coming in to arrange purchases (This also allows us to better utilize our cooler space ensuring that there is a quick turn around from tree to plate)
- ☐ Website launch end of July- website much more accessible and user friendly for volunteers and fruit tree owners
- ☐ Streamlining training manuals for harvest leaders, and volunteers.
- ☐ Continued work on database ('Pick Site) and the intercommunications with new website

This brings our estimated tree count up to 432+ trees which would bring in 41, 040lbs of fruit at last years lower average of 92.lbs per tree.

This does not include our farm gleaning pilot project. We have 8 farms on board with this years program with a low estimate of an average of 500lbs of produce per farm giving us a projection of 4000lbs.

Our total internal projection for the 2015 Fruit Tree Project season is: 45, 040lbs!

On Thu, Jul 16, 2015 at 3:42 PM, Public Hearings <PublicHearings@victoria.ca> wrote:
Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

Home is Where we Live - LifeCycles Project Society

1. Elaborate on the mechanism you are using to provide social justice in the distribution of food; the metrics in terms of pounds of food to various agencies.
2. What are your metrics in terms of your proposed expansion in terms of pounds of food harvested?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T [250.361.0571](tel:250.361.0571) F [250.361.0348](tel:250.361.0348)



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Please excuse delays in response as I am out of the office Tuesdays and Friday afternoons

Maurita Prato
Executive Director/Education Coordinator PEPÁKEN HÁUTW, Blossoming Place
LifeCycles Project Society

P: 250.383.5800
A: 1A-625 Hillside Ave Victoria BC, V8T 1Z1
E: info@lifecyclesproject.ca
W: www.lifecyclesproject.ca
F: [LifeCycles Project Society](#)
T: [@LifeCyclesPrjct](#)

"Another world is not only possible, she is on her way. On a quiet day, I can hear her breathing"
Arundhati Roy

Home is Where we Live - LifeCycles Project Society

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AGENCY	Drop off time	Tues/ Wed morn OK?	Kitchen?	Max fruit per delivery	People Served	Communities Served	Contact Name	Tel.	Email	Address	Neighborhood	Cross Street	Hours	Mission/Target Population	Contacted this Season?	Notes
AIDS Vancouver Island	9-10:30 or 1- 3:30 M-F	yes	no	3 boxes	60-80 people weekly	Victoria	Minda Richardson/ Kristen Kvakic	384-2366	kristen.kvakic@avi.org	3rd Floor - Access Health Centre 713 Johnson St	Downtown	Douglas	M-R: 9-5 F: 9-1	Support for people infected and affected by HIV and hepatitis C	emailed kristen about people served, no response, emailed info@avi to fill in this and get logo	
Anawim House	Tues. better than Wed.	tues.	yes	20-40lbs depending on fruit	200 meals per week	Victoria	Terry Edison- Brown	382-0283	anawimhouse@shaw.ca	973 Caledonia Ave.	Central Park	Vancouver	MTRS 10-5, WF 10-8	Help, care, and counself for people living in physical, emotional, spiritual and social poverty, in a way that invites self- determination	email contact with Terry	
Blanshard Community Centre	9-4 mon-fri; tuesdays they close at 1:30	yes	yes but no active group	500 lbs on the big drop off dates	600 people and 35 Good Food Boxes	Quadra- Hillside	Kelly Greenwell, Executive Director or helena bell good food box or laura funk food security	388-7696	kgreenwell@blanshardcc.com	901 Kings Road	Quadra/Hillside	Off Quadra, between Wark and Dowler	9-4 M-R and 9-3 Fridays	Prenatal, children's, youth, family, seniors, and community programs.		fresh fruit (no cooking apples)
Burnside-Gorge Community Centre	Tues. morning better	Tues	yes	2 boxes per week	over 200 per week	Gorge Burnside, Greater Victoria and Region	Rachel O'Neill	388-5251	rachel@burnside.org	471 Cecelia Rd	Burnside- Gorge, Greater Vic and region	Beside Gorge Rd.E, off Jutland Rd.	M-F 7:30- 9:00, S 9:30- 12:30	Family centre services, parents and tots program, community development	didn't see kim in staff list so emailed info for this and logo	Cooking apples ok
Community Activity Centre (Victoria Cool Aid Society)		9am- 12pm 1- 5pm				Downtown	Donna	383-0076		755 Pandora Ave	www.coolaid.org					
Esquimalt Neighbourhood House	two a week, Monday, Tuesday or Friday				150/week	Vic West and Esquimalt	Julie McDonald	385-2635	jmcdonald@esquimalt.bc.ca	511 Constance Ave	Vic West and Esquimalt	Esquimalt (near Admirals)	M- R 10-4	health, education, social change and offering		

Fairfield Community Place	Tues. or Wed. morning ok	yes	yes but wouldn't use it	2 boxes per week	25 in summer; 100 + in school year	Fairfield	summer: Kristina Wilcox; school year: Kaari van	382-4604	Kr: summermanager@fairfieldcommunity.ca; Ka:	1330 Fairfield Rd.	Fairfield	Moss St.	M 9-7, TWRFS 9-2:30	Enhance quality of life for Fairfield residents and provide out of	email contact with front desk	just "quick to eat" fruit please; no programs during last week of August so no
Fernwood Neighbourhood Resource Group	Tues & wed. mornings ok	yes	yes	25kg would serve for a week	600 snacks, 200 hot meals /week	Fernwood	Judy Swanston (Family Programs Cook)	381-1552 ext. 104	judy@fernwood.ca	1240 Gladstone ave	Fernwood	Chambers St.	T-F 7:30-3:00	is a social enterprising non-profit organization run by and for the	emailed info about this and logo	could use some cooking apples, but prefer fresh fruit for snacks
James Bay Community Project	Wed. morning	Wed.	yes	not sure	400 people per day	James Bay	Lisa Gleinzer	388-7844 ext. 308	lgleinzer@jbc.bc.ca	547 Michigan St.	James Bay	Carey Rd. Near Government and Menzies	M-F 8-4	family support, family resource centre, lab, doctor's offices, planning, development and delivery of	email contact with Lisa	Cooking apples ok
Kiwanis Emergency Youth Shelter	Tues. 10-2	tues	yes	25kg would serve for a week	10 beds + up to 40 drop in/night	Greater Victoria	Nancy Bailey (program manager)	386-8282	programs_manager@vyes.ca	2117 Vancouver St.	Quadra village	Between Princess and Pembroke	24 hours a day	Emergency youth Housing	emailed about this and for logo	prefer fruit that can be eaten fresh but would also accept baking apples
OAKLANDS COMMUNITY CENTRE	12:30 -2:30 pm (M) 9 -2:30 pm (Tu & F) 6 pm-10 am (Th), 10 am-1:00 pm (S)	yes	yes but wouldn't use it	Not sure			sandy	370-9101		#1 - 2827 Belmont Avenue			8:30-5:00			just fresh fruit
Our Place	tues or wed fine, 9-3	yes	yes	max is 200 kg	1300 meals daily	Greater Victoria	Brian	388-7112 ext. 245	brian@ourplace.ca	919 Pandora	Downtown	Quadra viewfield	Drop in: M-F 7:00-5:00	Feed the homeless and low income people of the inner city.	emailed about this and for logo	Prefer eating apples, but small amount of cooking apples ok
PEERS	mornings, get busy at lunch time	yes	yes	2 boxes	20-30 a day for day and night programs	Esquimalt and Greater Victoria	Kristine Porter	388-5325 ext. 0	info@peers.bc.ca	#1-744 Fairview Rd (Esquimalt)	Esquimalt	viewfield becomes Fairfield (it is located where they meet)	M-F 9-3:30	To help past and current sex workers improve their lives.	email contact with Kristine	prefer fruit that can be eaten fresh

Saanich Neighborhood Place	8:30–3:30 mon. to thurs.		yes		100 per week	Western Saanich	Coleen	360-1148	sn-place@telus.net	139-3100 Tillicum Rd.	Tillicum	Burnside	M-R 9-4	Family support		Also received Blanshard sept 12, oct 17
Society of Saint Vincent de Paul		yes	yes	5 or 6 boxes			Grant	382-0712		833 Yates St.						
Salvation Army	8am-4pm		yes	200 lbs	140 men per day + other outreach	Greater Victoria	Residence Manager or Bill Harding (x222)	384-3396	none given	525 Johnson St. V8W 1M2	Downtown	Wharf St.	Open 24 hours			
Salvation Army Family Services	9am	tues morning other one said wed	no	1 box	23 adults and 180 children	Greater Victoria	Noah	386-8521	noah@salvation.cfs.com	2695 Quadra	Quadra/Hillside	Corner of Quadra and Hillside	M-F 9-11:45 and 1-4:15	To support anyone from Greater Victoria with a variety of needs.		cooking apples ok
Sandi Merriman Shelter for Women	around 2pm mon – fri	yes	small	1 or 2 boxes	40 women drop in and 20-25 beds depending on time of year	Greater Victoria	Christine	480-1408	merriman@colaid.org	809 Burdett Ave	Downtown	Blanshard (across from Court House)	Open 24 hours	Create a comfortable, respectful, and safe environment for women through day programs and emergency shelter		just fresh fruit

1UP Single Parent Resource Centre	No Delivery on Friday. early in week better so fruit is taken. 9-4pm closed weekends	yes	no	3 boxes	40 per day, 400 per month	Greater Victoria	trever and Cheryl Dyck	385-1114	mary@singleparentvictoria.ca	602 Gorge Rd. E	Greater Victoria and Gorge	Rock Bay Ave	9-4 weekdays and Wed until 7pm	To support single parents		cooking apples ok
Streetlink Emergency Shelter/Rock Bay Landing	Mornings preferably before 8 but around 9 or so is ok too	contact after lunch			65 beds. BF, L, and Dinner. 55 non residents for meals also	Greater Victoria	none	383-1951	ccox@coolaid.org	535 Ellice St	Downtown	Fisgard	Everyday 7:30am-5	Three Meals a day for 120 homeless citizens		
The Mustard Seed	tues or wed mornings ok	yes	yes but not used for fruit	will not turn away - Rudi promised	7000/month	Greater Victoria	Rudi Wallace	953-1575 Rudi: 953-1588	Rudi@mustardseed.ca	625 Queens Ave	Downtown	Douglas	M-F 9-4	Distributes food boxes M, T, R and F. Recipients can only use the	always in contact with them	FROM VALUE (actually all food value) is valued at \$ 2.50 lb. They can do fruit pick
Tsartlip First Nation		yes	yes	50 lbs			Roslyn Tanner	250-686-0534	ros@tseycum.ca	1210 Totem Lane	North saanich					mixed fruit for families
UVic Students' Society Food Bank			no	30 lbs of good storage fruit		Students	Carrie Davies	721-8367	foodbank@uvic.ca	UVic Student Union Building SUB B017	Gordon Head	Finnerty	summer hours M-F 11-4	An emergency food bank for students located in the basement of the SUB.	emailed about this and for logo	

Vic West community kitchen group			yes	1 box			Ava Christal	250-383-2050		645 Pine St - apartment around the back, follow flagstone path around lefthand side of house	Vic West					
Victoria Brain Injury Society	monday morning preferred or M-F	yes	no	1 box		Victoria	helen lang	(250) 598-9339	leidi@biasvi.org	830 Pembroke St units D and E	Downtown	Blanshard	9-2 M-F		emailed about this and for logo	all fruit
VICTORIA COOL AID SOCIETY							joan connolly	(250) 383-6945		#102-749 Pandora Ave.						
Victoria Immigrant and Refugee Centre Society	Tuesday morning	tues	no	20 lbs per week, Sept. 21: 100 lbs	50-60 per week	Greater Victoria	Haixia Liu Intake Coordinator	(250)361-9433 ext 241	haixia@vircs.bc.ca	3 rd, Floor, 637 Bay St	Downtown	Government	M-F 9-5	to assist in the settlement and adjustment of immigrants and refugees in Canada, and to provide services designed to increase the newcomer's	emailed about this and for logo	no kitchen, but run Food Skill for families in fall - some baking apples then okay
Victoria Native Friendship Centre	M-F 8:30-4:30	yes	yes	1 box			Leah Blachburn	250-384-3211		231 regina ave						all fruit
Victoria Women's Transition House			yes	1 box			Fred	250-380-7527 x115		1425 May Street (must keep address confidential)	Fairfield					

YM/YWCA Outreach	Over 200	9am-4:30pm	Janet	418-1834	manager@youthoutreach.ca	Downtown	The YMCA	9am-5pm	Victoria						Medical Mobile Unit for street kids, transitional housing group and low income		
Young Parents Support Network	Tues. or Wed., but pick one and try to be consistent, morning before	yes, but pick one	no	1 box	depends on time of year	Victoria	Anna Copley	250-384-0552	anna@ypsn.ca	2541 Empire St.	Hillside	Cook St.	Summer by app. Sept: M-F 9-12; afternoon by app.	Young Parents Support Network (YPSN) is a small, non-profit	email contact with Anna		
Harrison Place				1 box			Yvonne or Madeline	250-385-2103	harrisonplace@uwth.bc.ca	1504 Church Ave							

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration
- ☐ Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: InterArts Centre for Makers _____

Mailing Address: 1501 Douglas st. _____

Contact Person: Joey MacDonald Email: make@interartscentre.ca

Telephone: _____ Website: _____

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? **Yes** No Society Registration Number: Coop# 804844066 _____

Are you a registered Charity? Yes **No** Charity Registration Number: _____

Organization mission/mandate

InterArts is devoted to creating opportunities for artists, and creating conditions permissive to creativity in our community, economically and socially.

Brief history and role in benefitting residents of Greater Victoria

InterArts Centre (formerly Olio Artists & Workers Cooperative) has been supporting emerging and professional artists for over 7 years by providing opportunities, space, resources, and employment for cultural contributors in Victoria.

How many paid staff at organization? Full Time: 1 _____ Part Time: 2 _____

How many volunteer staff at organization? 12 _____ Total volunteer hours: 500+ _____

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$125,000.00 _____

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Rifflandia Festival	\$30,000.00	Production, staff, and administration
Telus	\$50,000.00	Video, venue, and event production
Viatec	\$25, 000.00	Venue and administrative

Has the organization filed for bankruptcy or currently seeking credit protection? Yes No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Thinklandia 2015

Brief description of the project or program and why the grant is needed.

Thinklandia is a project designed to ignite Victoria's many creative industries in common creative conversation, inspiring new opportunities for collaboration and new opportunities for larger global thought to be introduced and practiced locally.

Thinklandia brings the most renowned global speakers and the most innovative local thinkers together in a free and open public forum to share insights and innovations. 7 days, 21 speakers, 14 workshops, and countless opportunities for new and innovative interactions.

This year represents a significant leap ahead for Thinklandia and Victoria's creative community as we invite some of the most renowned voices worldwide to contribute to conversations emerging locally around concepts such as public space, ancient and emerging knowledge, security, and storytelling as a modern narrative.

Thinklandia's goal is not only to convene conversation, but to create it. By hosting 7 days worth of international speakers in an innovative venue in a public space – the top of the Yates St. Parkade – we aim to not only propose possibilities but to demonstrate them. Through support from the City of Victoria, we have managed to create a new and engaging public space designed for public discussion and interaction. We sincerely look forward to strengthening this relationship as we explore new and exciting ways to create the creative city we all know and love.

We are looking to the City as a partner to help make this event as publicly open and accessible as possible, while still retaining the best and brightest speaker talent accessible to us. City support will be applied toward 3 key components: A keynote speaker for our launch event centered around the concept of "Public", a series of 5 interactive public art installations - "Iteration Stations" - developed to create public interaction which collecting valuable social data on the use of public spaces, and to further develop Thinklandia's daily rooftop programming, including earlier operating hours, greater public accessibility, and daytime family oriented interactive programming.

Does this project or program impact public space? **Yes** No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|---|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Spaces and Food Systems |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Complete a Multi-model Active Transportation |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Network |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Steward Water Systems and Waste Streams |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input type="checkbox"/> Responsibility |
| | <input type="checkbox"/> Plan for Emergencies Including Climate Change |
| | <input type="checkbox"/> Short and Long Term |
| | <input type="checkbox"/> Demonstrate Regional Leadership |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

How many will benefit from the project or program? 7500 Percentage of Greater Victoria Residents? 2.18%

Who is your target audience? _

Working professionals, the local tech industry, creative industries, artists, thinkers, non-profit and NGO organizations and social service providers.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$135,526.68_____ Amount Requested \$20,000.00_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: under 5%

How much is the organization contributing to this project or program? \$15,000 (in-kind)

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
Province of BC			\$5000 (pending)

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Telus	Prem Gil	Prem.Gill@telus.com	\$50, 000 (confirmed)
Viatec	Dan Gunn	dgunn@viatec.ca	\$20, 000 (confirmed)
Rifflandia Festival	Nick Blasko	nblasko@telus.net	\$30, 000 (confirmed)

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Media partners	Various		\$7,000 (confirmed)
Better Business Products	Tyler McLoughlin	tyler@betterbusinessproducts.ca	%35 disc. (confirmed)
Phillips Brewery	Matt Lockhart	matt.lockhart@phillipsbeer.com	%50 disc. (confirmed)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Local Sponsorship	Various		\$12,000.00

\$114,000.00

Grand Total of Other Funding Sources \$

Partial funding may be available. Will the project occur without full funding by the grant? Yes No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sept. 11, 2015 To: Sept. 18, 2015

Project or program location: Yates St. Parkade, variou surrounding locations

Project or program timeline and major milestones.

Date	Milestones
July 11 th	Initial public open house, public survey launch, community engagement process starts
July 22 nd	Initial speaker lineup announce, website launch
July 29 th	Full speaker launch, press conference, full site plans, ull schedule announcement
August 13 th	Second stage public engagement, public events w/ feedback, idea refinement
Sept 3 rd	Pre-launch event for supporters
Sept 11 th	Launch event at Yates St. Parkade, public art piece unveiling
Sept 11 th - 18 th	Public events, workshops, speakers, and public art pieces, all free and open to the public

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40 Total volunteer hours required: 700

Can the project or program occur without volunteer support? Yes **No**

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☐ **Website**


☐ **Social Media**

- | | |
|---|--|
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Other: Video, verbal recognition, print guides | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Newspaper Advertisement | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:  Position: Creative Programming Director

Name: _____ Date: _____

Janet Hawkins

From: Thinklandia Festival <programming@thinklandia.ca>
Sent: Wednesday, Jul 22, 2015 11:00 AM
To: Public Hearings
Subject: Re: Questions regarding your grant submission to Victoria Council
Attachments: Thinklandia support toolkit July 2015 - web.pdf

Hi Christina

Thanks for sending these. I've attached the Thinklandia Festival outline, which has details on confirmed speakers, the venue, and the impacts the festival creates, and here are some responses to Council's questions:

1. Provide information on how this project aligns with the City's Strategic Plan, as it's not filled out in the application.

Thinklandia's objectives align with those of the City in many fundamental ways. Our core function is to increase vibrancy and creative capacity in our city, improve accessibility to arts, culture, and innovative ideas, and demonstrate regional leadership by creating a platform that supports and empowers our creatives to live and work in a supportive creative city. In particular, we share distinct common objectives in the following:

Obj. 1 - Innovate and Lead

Thinklandia works to be Victoria's foremost creativity, arts, and innovation experience, engaging people to "Think Big. Think Bold". From new ways to empower and engage local creativity, to new uses of public space, to bringing international speakers in a free and open public forum, we are creating a festival that is itself an innovation. More than facilitate conversations around creativity, we work to create a festival that is itself a conversation.

Obj. 2 - Engage and Empower the Community

Thinklandia is built to not only introduce creativity from around the world to our community, but also to introduce our community's creativity to the larger world. By creating this free and open platform for new and innovative ideas to have a voice, we look to create an event that introduces and engages new voices in these conversations and allows more people access to their creative community.

Obj. 4 - Build the Financial Capacity of the Organization

Now in its third year, Thinklandia has become a self sustaining and viable free public festival. By demonstrating that this measure of growth and this caliber of creative festival is not only possible but viable without ticket revenue or federal or provincial funding, we are expanding our capacity both exponentially and responsibly.

Obj. 5 - Create prosperity through Economic Development

Victoria is a diverse, creative, and distinctly local economy, and our most valuable and attractive assets for economic development is our creative capital. Thinklandia creates new commercial and creative opportunities by fostering a platform that identifies, promotes, and celebrates those who produce, create and innovate locally.

Obj. 7 - Facilitate Social Inclusion and Community Wellness

Creativity in a community is a recognized social indicator of wealth and well being. We work to create inclusive experiences and conversations that allow people to not only be present without cost or accessibility barriers, but participate creatively through any number of outlets and interactive opportunities - from our ideas submissions process, to public callouts for artists, to our "Iteration Stations" and public mapping booths, to posing questions directly to speakers.

Obj. 8 - Enhance and Steward Public Spaces

Last year's Thinklandia saw us developing a pilot project to use the Yates parkade as a public venue, a feat which had of yet not been done. The success of the event coupled with Rifflandia's history of creating new public spaces for it's expanding cultural activities has encouraged us to expand this by developing the Yates parkade rooftop into a more demonstrable venue opportunity where we will convene 7 days worth of conversations, one day's worth focused on the very theme of "Public" and ways we can innovatively use spaces, engage people, and create greater common areas.

Obj. 10 - Nurture our Arts, Culture, and Learning Capital

Creative capital is our currency. We work to create the greatest cultural return-on-investment possible by ensuring that the development of our creative capacity as a community is always the primary outcome and objective.

Obj. 13 - Demonstrate Regional Leadership

2. Regarding the request for seven days use of the Yates Street Parkade, what is the value of that and impact of that, in terms of the capacity of this often full parkade?

The value and impact is a significant increase in public use of this parkade, at the temporary cost of a decrease in the parkades parking capacity. We will be mitigate the impact as much as possible with advanced public notices, visible signage encouraging use of other City parking facilities for the period the event, increased on-site bicycle parking, and a policy discouraging anyone but essential staff from using the parkade as parking for the event. Nights with the most apparent loss of parking capacity (Friday and Saturday) similarly see the greatest social gains, with 50 to 75 spots being lost in favor of 300-500 people engaged in events. Weekday events will have little to no loss of parking capacity.

3. Is the requested use of the parkade for in-kind and/or cash only and to what extent could the City's contribution be in-kind?

We have requested that the City provide in-kind use of the top floor open area of the Yates parkade. Our team has been working through the planning and approval process with City staff Darb Erickson and Ismo Husu consistently since last year's pilot project event in the same venue, which was a tremendous success and a valuable exercise in identifying the challenges and solutions involved in using these spaces and venues for broader public use.

4. Is it possible to align communications for this project with the City to reduce the City's cash outlay?

Thinklandia's communications budget is already secured, so support from the City would not be applied to communications, rather public events, production, and local initiatives to promote and provoke creative public participation. We have a strong communications team and platform this year consisting of a staff volunteer and communications coordinator for Thinklandia, as well as Rifflandia communications team, Telus as a communications and social media partner, and media partners including the DVBA, Times Colonist and others, allowing us to leverage our communications budget significantly within existing staff and resources. We do look forward to working with the City in leveraging our communications plan even further though, and will keep in regular contact with its communications department as we rollout our announcements.

Thank you again for your time. If you have any other questions or need anything else at all, please don't hesitate to get

in touch.

Sincerely,

Joey MacDonald



J. MacDonald
Creative Programming Director

www.rifflandia.com
www.thinklandia.ca

On 7/16/2015 3:46 PM, Public Hearings wrote:

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

InterArts Centre for Makers

1. Provide information on how this project aligns with the City's Strategic Plan, as it's not filled out in the application.
2. Regarding the request for seven days use of the Yates Street Parkade, what is the value of that and impact of that, in terms of the capacity of this often full parkade?
3. Is the requested use of the parkade for in-kind and/or cash only and to what extent could the City's contribution be in-kind?
4. Is it possible to align communications for this project with the City to reduce the City's cash outlay?

Please note that staff from Engineering and Citizen Engagement and Strategic Planning received a copy of this email for information.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





VICTORIA'S CREATIVE FESTIVAL

THINKLANDIA FESTIVAL • VICTORIA, BC



A PLACE FOR IDEAS

THINKLANDIA 2015

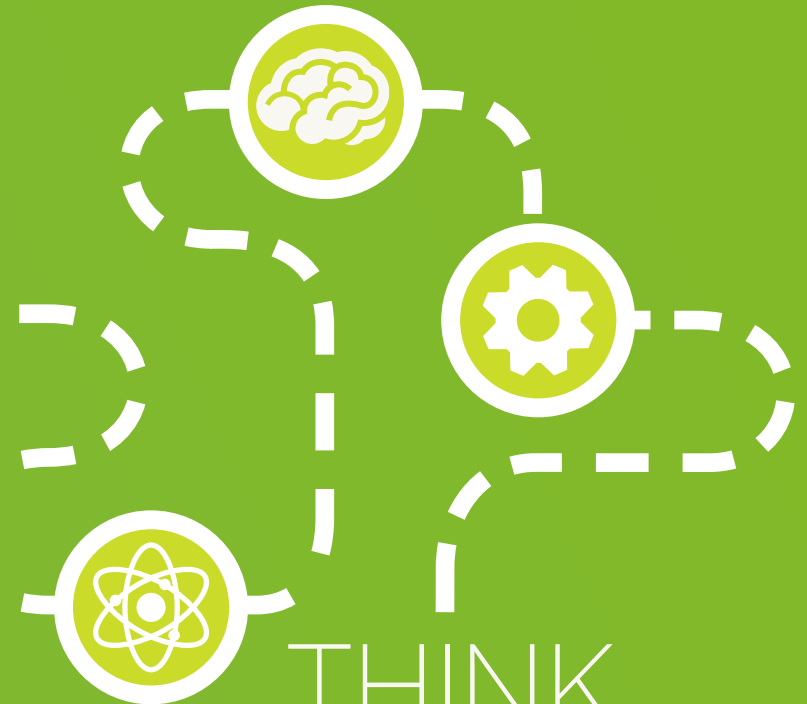


KYLA BIDGOOD
DESIGNER



THINK
BIG

THINKLANDIA is a festival of imagination, thought, and inspiration created to connect our creative communities to one another, and to the world. It is a platform that incites interaction by connecting artists, thinkers, designers, and entrepreneurs in a common forum. We work to engage people in the creative process, catalyze new and innovative ideas, and support the incredible people creating change, locally and globally.



THINK
BOLD

From world renowned artists and speakers, to dynamic exhibitions, to interactive installations, Thinklandia is about connecting the dots of creativity in a boldly inclusive platform, illustrating the accessibility and commonality of creativity. It is about accelerating thought and innovation, building our creative capacity and economy, and demonstrating the power of the creative process in shaping our lives, our communities, and the world.



NEW WAYS TO CREATE

ARTLANDIA 2015



DENVER JACKSON
ANIMATOR



ARTLANDIA brings together the best and brightest in our community and elevates them to new audiences, new opportunities, and new connections. Whether exposing audiences to awe inspiring work, or demonstrating new ideas shaping the creative world, or just creating small sparks through personal questions, Artlandia brings creativity and opportunity together in a common forum.



Everyone has the ability to be creative. But it takes a healthy creative community to allow important ideas to develop and be realized. Our creative capacity depends on the support we give to our creative sectors – artists, makers, designers, entrepreneurs, dreamers, creators, people using creativity as a powerful tool in innovation, leadership, and change. Supporting our creative community means supporting a generation of innovation.





A PLACE FOR MAKERS

MAKELANDIA 2015

Victoria is a craft culture, from local breweries to makerspaces. MAKELANDIA brings Victoria's builders, fabricators, craftsmen, hackers, doers, and maker community together with designers, artists, innovators, and creatives to learn, create, and collaborate.

WHO IS THINKLANDIA

CREATIVE THINKERS

Artists, designers, start-ups, entrepreneurs, people who use creativity to make change

COMMUNITY BUILDERS

Placemakers, proactive thinkers, and community minded people making a difference

MAKERS AND ARTISTS

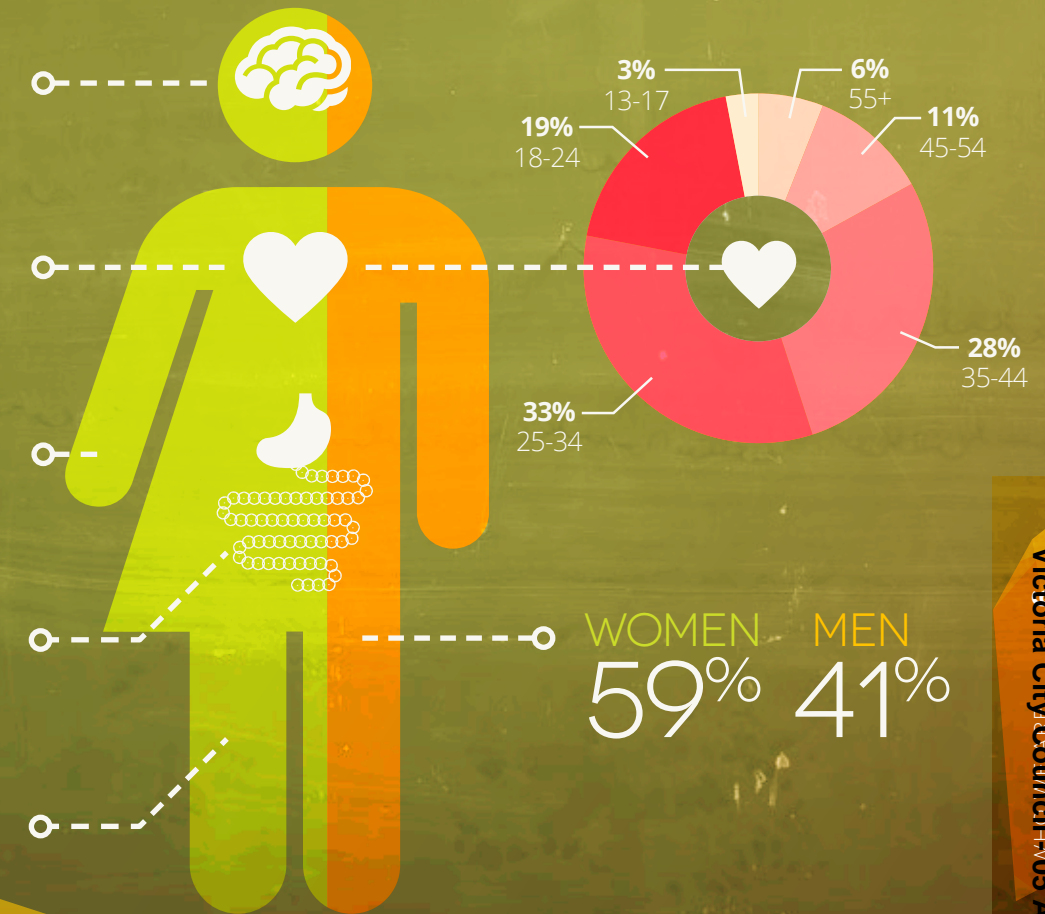
Tinkerers, DIYers, crafters, artisans, craftspeople, hobby builders, hands-on people

LOCAL APPETITES

Creativity fueled. A tasteful mind for local beer, locally roasted coffee & local flavor

ACTIVE & PROACTIVE

People active in their environment, engaged in their communities, movers & shakers





DIY DNA
PANEL AT
WHEELIES
MOTORCYCLES

BEER
BOTTLE
PUMP
ORGAN

A HISTORY OF CREATIVITY



POP-UP
PARKADE
PARTY

5 arts shows, 6 speakers,
2 DJs, a parkade roof, an
incredible view, and a new
public venue.

INTER/
ACTIVE
SKATERAMP

A collaborative interactive
installation with an audio
responsive 24' boombox
with LED EQ display.

LIVE!STOCK
POSTER
EXHIBITION

7 years & 100+ prints cre-
ated by locals and interna-
tional artists celebrating
Rifflandia's performers.

CREATIVE
SPEAKER
SERIES

Artists, entrepreneurs,
innovators, and creatives
sharing their experiences,
collaborating, and creating.

NEW
WORKS BY
MORGANA
WALLACE

HEAD
SPACE

LED
PAINT
WALL

Create your opus with this
inter-active LED paint wall
through gesture, movement,
even dance!

PAINT
WALL



A BRIGHT FUTURE

THINKLANDIA 2015

2015 represents a leap ahead for Thinklandia, and for Victoria's creative community. We are working to build the most engaging, enlightening, and entertaining creative festival possible, one that celebrates and supports our incredible creative community.



NEW PUBLIC VENUE

We are working to create conversation around public space by creating an interactive outdoor venue on a downtown parkade rooftop.



INTER- ACTIVE VENUE

Light and sound responsive LED cubes, articulated staging, modular seating, and interactive installations create an immersive environment.



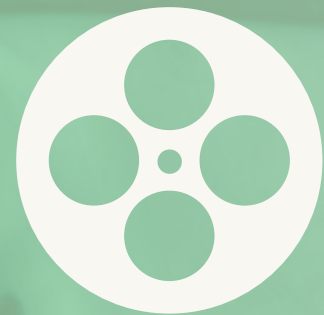
INTER- NATIONAL THINKERS

Bigger speakers, important concepts, interactive format, and programming that inspires brilliance in speaker and audience alike.



REAL TIME CONTENT

Live-streamed events, insightful interviews, in-depth speaker profiles, interactive print materials, and thought provoking content.



MEET YOUR MAKERS SERIES

THINKLANDIA 2015

Thinklandia Video Series invites speakers, creators, artists, and innovators to share their stories, their experiences, their unique moments of insight, and their notion of what creativity and craftsmanship mean to them.



"SMART PEOPLE"

Long time friends & skateboarders talk skatable art & the history of skateparks.



"DON'T BUY CRAP"

Architect Franc D'Ambrosio discusses the nature of quality, tangible design.



"MENSWEAR IS LOVE"

Designer Iain Russell's thoughts on local manufacturing, public, and connectivity.



"THINKLANDIA 2015"

Thinklandia's mission, its history, and its future as Victoria's imagination festival.



"A DAY AT THE PARK"

Royal Athletic Park comes to life with interactive installations, art, and creativity.



"MAGIC MARK MAKER"

Comic shop owner & artist Gareth Gaudin on the history of comics as a medium.



LIVE-STREAM EVENTS

Capturing, streaming, and archiving Thinklandia events & workshops.



"MEET YOUR MAKERS"

Speaking with creators about their craft, their passion, and their process.



"FROM THE GROUND UP"

A look at Victoria's coffee culture, the resurgence of local, and the DIY motives.

stories we tell



STORIES WE TELL

MONDAY SEPT. 14

YATES PARKADE

A conversation among luminaries, mediums of history, crafters of culture, and interpreters of truth. This panel focuses on the power of story telling, its role in history, the joys and dangers of fiction, and how the past informs the future through stories.



ROY HENRY VICKERS

ARTIST • AUTHOR

Celebrated artist, storyteller, and member of the Order of Canada



PANCAKE MANOR

YOUTUBE SENSATION

Popular children's show characters Zach & Reggie host the evening



STORY SLAM

5 artists, and speakers contest their story, whatever it is. 5 minutes, no rules, best story takes all.

~~Illegal~~



ILLEGAL

SUNDAY SEPT. 13

YATES PARKADE

ILLEGAL explores the contingencies, eccentricities, and everyday actions that exist outside of the typical realm of law, as well as the motivations and barriers experienced by those actively operating outside of the system.

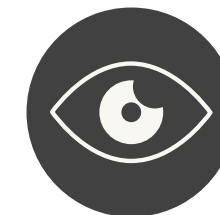
KEYNOTE



STEPHEN REID

AUTHOR • CRIMINAL
Reid is an author, a poet, an addict, and a character of folkloric level.

WORKSHOP



MISSION VS. PERMISSION

Street artists create, workshop, and discuss acts of culture created outside of - and despite - the law.



SECURITY



SECURITY

SUNDAY SEPT. 13

THE ATRIUM

SECURITY examines the many facets of liberty, privacy, and self determination, in everything from food security, to online privacy, to the role and rights of any individual in society today. Security today is a broad term in need of defining - security for whom? Security from whom?

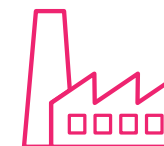
SECURITY will feature 3 speakers speaking on different aspects of the concept of security - personal security, financial security, food security, domestic security, and everything in between.

WORKSHOP



STATE+STORY MORNINGS

Series of local creative events bringing like-minded creatives together for coffee & conversation.



PUBLIC

FRIDAY SEPT. 11

YATES PARKADE

PUBLIC is a forum to explore, express, and create the conditions we all want to see. It brings together participants from every aspect of public life into a common discussion about who we are, what we want to be and see, and how we get there together.

KEYNOTE



**DAVE
MESLIN**

POLICY ENGAGEMENT
Hidden Cameras member and advocate for political engagement

WORKSHOP



**ITERATION
STATIONS**

5 interactive stations where participants can propose, refine, and support open-sourced public policy.



Perspective



PERSPECTIVE

TUESDAY SEPT. 15

YATES PARKADE

PERSPECTIVE explores the ability to approach common problems from an independent frame of reference, and the incredible new ideas generated from the simple practice of seeing differently. Perspective aims to reframe emerging discussions around broader opportunities for communication.

KEYNOTE



BIF NAKED

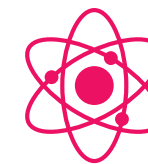
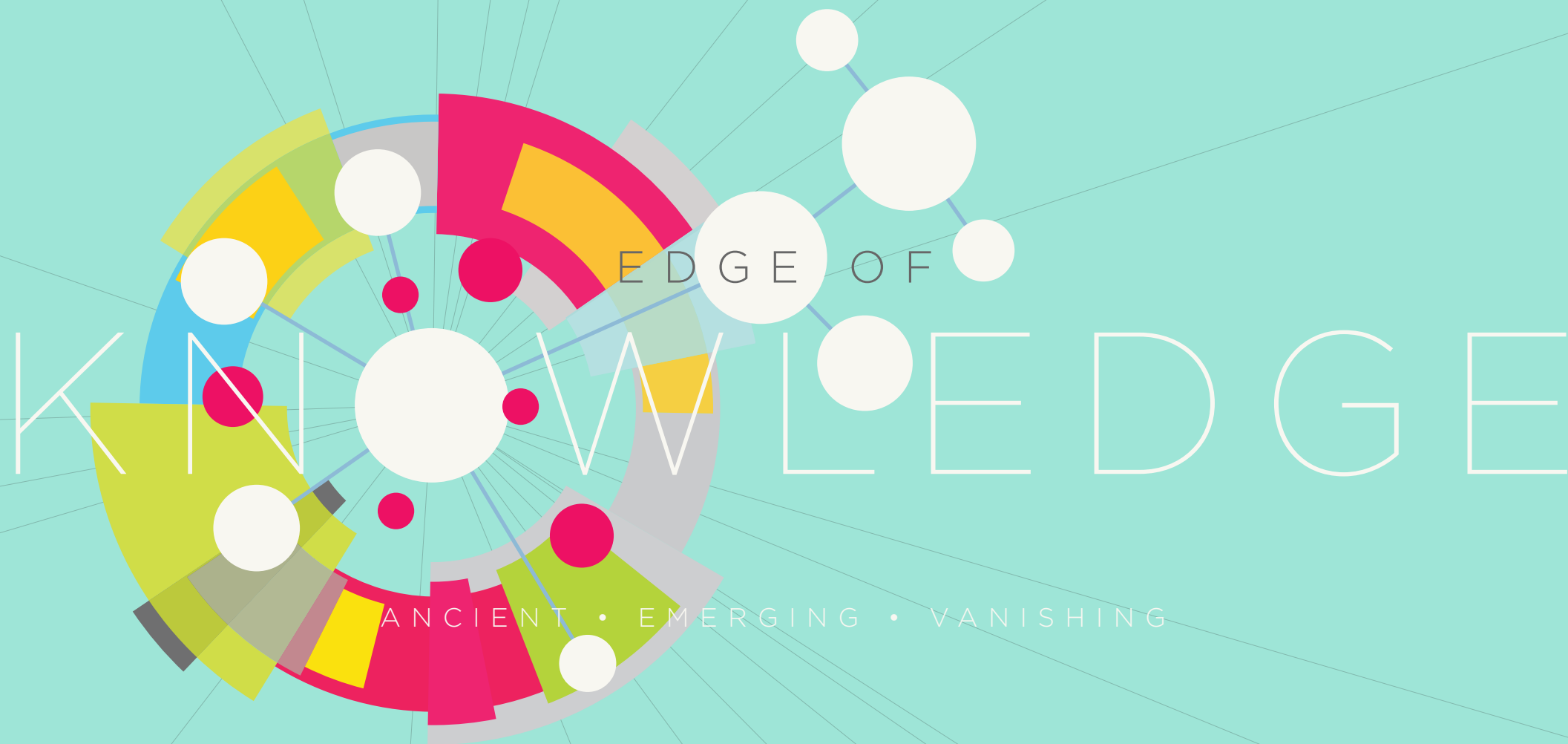
MUSICIAN, ACTIVIST
Renowned musician, doctor, actor, activist, and cancer survivor.

WORKSHOP



SLAM POETRY

5 slam poets infuse and inform the conversation with their cadence and their poetic perspectives.



EDGE OF KNOWLEDGE

SATURDAY SEPT. 12

YATES PARKADE

Edge of Knowledge is an exploration spanning through of years and billions of miles, from ancient wisdom known and taught for generations, to emerging notions of reality and the nature of existence, to aspects of reality that elude us still.

KEYNOTE



DEREK MULLER

PHYSICIST • EDUCATOR
PBS television presenter and creator of science channel Veritasium.

WORKSHOP



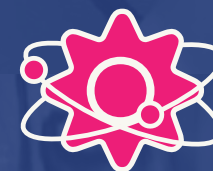
LIVE SPACE LAUNCH

We launch of Chris Mackey's famous mullet "Winston" into low-orbit space live for charity.



BECOME A PARTNER

THINKLANDIA connects people to creativity, and our creative community to global possibilities. In supporting Thinklandia, you are supporting more than a festival, but an entire creative community.



OFFICIAL PARTNER

- ✓ YEAR-ROUND RECOGNITION
- ✓ VIDEO SERIES SPONSOR
- ✓ ALL BENEFITS BELOW

\$50K



PRESENTING PARTNERS

- ✓ DEDICATED EVENT PARTNER
- ✓ PRESENCE AT ALL EVENTS
- ✓ ALL BENEFITS BELOW

\$25K



SUPPORTING PARTNERS

- ✓ CREATIVE CONTRIBUTION
- ✓ PROMINENT RECOGNITION
- ✓ ALL PERKS BELOW

\$10K



COMMUNITY PARTNERS

- ✓ VIP EVENT ACCESS
- ✓ SOCIAL MEDIA MENTIONS
- ✓ ALL PERKS BELOW

\$1-5K



MEDIA PARTNERS

- ✓ LOGO IN PRINT MATERIALS, WEBSITE, AND SOCIAL MEDIA
- ✓ SPECIAL EVENT ACCESS

\$1K+

BUILD VICTORIA'S CREATIVE FESTIVAL

THINKLANDIA 2015

FOR SUPPORT INQUIRIES, IDEAS, AND OPPORTUNITIES, GET IN TOUCH.

PROGRAMMING@THINKLANDIA.CA



Thinklandia is about bridging the gaps on the broad creative spectrum. We look to you the community to make this the most relevant and supportive festival it can be.

We want to hear how you can help make Thinklandia bigger, brighter & bolder. Get in touch with your ideas and opportunities. We'll go from there.

LET'S STAY IN TOUCH

THINKLANDIA 2015



“ THE SCIENTIFIC
METHOD AND THE
ARTISTIC PROCESS
ARE THE TWO MOST
ROBUST PROBLEM
SOLVING METHOD-
OLOGIES EVER
DEVELOPED. ”

ANDREW SIMONET

SUPPORT IDEAS

For programming inquiries, artist submissions, and festival ideas

ideas@thinklandia.ca

For partnerships, and to support and help grow Thinklandia

programming@thinklandia.ca

PROGRAMMING
Joey MacDonald

WRITING
Hailey Finnigan

DESIGN SUPPORT
Connor McCleary

WEBSITE
Brian Holt

RESEARCH
Amber Holman

DESIGN
Joey MacDonald

PRODUCERS
Nick Blasko, Dimitri Demers & Casey Austin

SUPPORT
Ann Dams • Amber Holman • Michele Murphy • Sheila Alonzo • Vanessa Pattison
Morgan Blake • Bruce Nelson • Kathryn Mullis • Kristen Wright • Alain Champagne

atomique
productions

Thinklandia


INTERARTS

V I A T E C



WWW.THINKLANDIA.CA



1 Centennial Square
Victoria, BC V8W 1P6 E

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1: CONTACT INFORMATION

Organization Name: James Bay New Horizons (JBNH) Victoria Centre - Silver Threads Service (STS)
Mailing Address: 234 Menzies St, Victoria, B.C. V8V 2G7 2340 Richmond Road, Victoria, B.C. V8R 4R9
Contact Person: Kim Dixon, executivejb.nh@shawbiz.ca Tracy Ryan, tracryan@silverthreads.ca
Telephone: JBNH 250-386-4432 STS 250-388-4268 Website: _____

SECTION 2: ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: JBNH S0011147 STS S005262
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: JBNH 118972728RR0001
Organization mission/mandate STS 107981037RR0001

JBNH: The purpose of the Society is to provide opportunities for individuals to lead more meaningful, active, healthy and complete lives and to provide facilities that will assist in achieving and maintaining activities in the fields of recreation, nutrition, travel, social and community relations as determined by the Society.

STS: Silver Threads Service is a charitable, not-for-profit society that enhances social connections and well-being for seniors. We do this by providing programs and services that are accessible by all. Our vision is seniors in Greater Victoria are engaged and supported, enhancing their quality of life.

Brief history and role in benefitting residents of Greater Victoria

JBNH: Established in 1974, our Society has served seniors in James Bay and local area by providing activities and programs to meet the needs of recreation, social and healthy living. We also offer support programs enabling seniors to stay in their own homes knowing that there is "extended family" looking out for them. We have about 600 members and partner with several organizations offering them meeting space. We also offer seniors in the community support programs such as Senior Reassurance and Sunday Suppers.

STS: Established in 1956, our partnership with the City of Victoria began in 1962. Since we opened our doors, our services, programs and community partnerships have evolved to meet the changing needs of an ever-growing population of older seniors. Silver Threads Service (STS) currently operates two senior activity centres with support from the City of Victoria and the Municipality of Saanich. As well STS offers outreach programs in various locations across Greater Victoria. Our programs and services address the social, health, activity, intellectual, and information needs of seniors and provide essential connections.

How many paid staff at organization? Full Time: JBNH 3 STS 2.5 Part Time: JBNH 1

How many volunteer staff at organization? JBNH 75+ STS 30+ Total volunteer hours: JBNH: Equivalent to 11 FTE
STS: Equivalent to 4.5 FTE

SECTION 3: ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? JBNH \$275,000. STS (Victoria Centre-direct only) \$209,836



1 Centennial Square
Victoria, BC V8W 1P6 E

2015 Strategic Plan Grant Application Form

What other sources of funding do you receive and how is it used?

Source	JBNH - Total Funding	JBNH - Use	STS - Total Funding	STS - Use
BC Gov't Gaming	\$20,000	ASEL, Senior Hub, Sr Reassurance	\$34,400	Connecting, Info & Referral, Arts, Experience Works
City of Victoria (Core Funding)	\$50,000	Staff Wages	\$50,000	Staff Wages
City of Victoria (Janitorial)	\$26,000	Janitor Wages	0	N/A
United Way	\$15,000	Sunday Supper	0	N/A
Federal Gov't	\$4,000	Summer Student	\$19,896	Online Technology Program

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4: PROJECT OR PROGRAM INFORMATION

Project or program title: Community Outreach – Apartment Coffee Chats

Brief description of the project or program and why the grant is needed.

As two organizations trying to meet the needs of seniors, it is difficult to identify people that are living in isolation. If these people are not participating in community activities it is hard to identify if they are in need of support. These residents may not be aware of programs, services or agencies that could help them. As seniors age in place, there is a reluctance to ask for assistance until they are in crisis.

What we are proposing is to have an outreach worker first meet with apartment managers and offer to set up coffee parties in activity rooms or front entrances to talk about programs, activities or support services that are available. Our intent is to make these informal (coffee, tea and cookies), introduce ourselves, hand out some information and let people choose to contact us.

Hopefully this will encourage residents to come meet their neighbours, socialize and identify other residents that may not be able to come. We will then contact them on a one to one basis and offer information to programs that may be of interest to them

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at [http://www.victoria.ca/strategic-plan](#)). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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2015 Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program will give residents living in apartments (and perhaps condos) the opportunity to meet their neighbours as well as learn about programs, activities and services available to them in their community. Some seniors have lived in their apartment buildings for several years and are able to get out and about freely. As they age and that ability declines, they stay on their own, sometimes this is by choice but usually it is because of circumstance including health (mental and physical), fear, denial or just a lack of caring and connections to resources. To our knowledge there is not an agency that literally goes door to door to see how seniors are doing. What we plan to do is just that and to identify and support these residents make valuable decisions to their lifestyle and whether they want to live at risk. We want to enable isolated seniors to make informed decisions and support them whatever the outcome might be. We hope to meet newcomers to Victoria and perhaps Canada and to include them in our community and feel good about their decision to live here.

How many will benefit from the project or program? 1000+ Residents Percentage of Greater Victoria Residents? 100 %

Who is your target audience? Seniors living alone that are socially isolated

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 19,000 Amount Requested \$ \$10,000.

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 9,000 Cash and in kind

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Gov't Gaming	Already receive funding for our Senior Information Hub		JBNH \$1,500.
			STS \$1,500.

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
James Bay New Horizons	Kim Dixon	250-386-4432	\$3000.
Victoria Silver Threads	Tracy Ryan		\$3000.

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount



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Victoria, BC V8W 1P6

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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 9,000.

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding, we will still do our apartment coffee parties, however they will be held less frequent and without the full investment of a staff person planning and implementing the program. We will not be able to do the outreach that we think should be done in an effort to identify those people living in isolation either by choice or circumstances. Regardless of funding, we feel that this is a much needed program and we will attempt to get out in the community. We hope to sustain this program on an ongoing basis.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: Sept 2015 To: December 2015

Project or program location: City of Victoria particularly James Bay and Jubilee neighbourhoods initially

Project or program timeline and major milestones.

Date	Milestone
August 2015	Hire Coordinator, research apartment managers contact info
Sept 2015	Send letter of interest to apartment managers and property managers
Sept 2015	Train volunteers on listening skills and how to interview
Sept 2015	Set up schedule of Apartment Coffee Chats
Oct - ongoing	Continue with coffee parties and follow up with frail, isolated seniors

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? Minimum 10 Total volunteer hours required: 500+

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☐ Sponsor Plaque

☒ Other - signage at the event

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

The organization will be in compliance with all applicable municipal policies and bylaws

The organization will publicly acknowledge the grant awarded by the City

The organization is in good standing with either: (1) the Province of BC as a registered

E. J. ...

**James Bay New Horizons
Victoria Silver Threads Service
City of Victoria – Strategic Plan Grant
Seniors Community Outreach Program**

Budget

Revenue	Detail	Budget
City of Victoria	Community Grant	\$10,000
James Bay New Horizons	In kind contribution	\$4,500
Victoria – Silver Threads Service	In kind contribution	\$4,500
Total Program Costs		\$19,000
Expenses	Detail	Budget
Part time Coordinator	20 hrs wk x \$20 x 20 wks	\$8,000
Benefits, employment costs	12%	\$960
Administration	15% (of overall program)	\$2,850
Coffee Supplies & snacks	4 months x \$250	\$1,000
Printing, photocopying	4 months x \$250	\$1,000
Phone, internet		\$300
Staff mileage, parking	4 months x \$100	\$400
Supervision & support	3% (of overall program)	\$570
Computer & IT	Laptop	\$700
Facility & Office space		\$2,720
Contingency		\$500
Total Program Expenses		\$19,000



OTTAWA ON K1A 0L5

JAMES BAY NEW HORIZONS SOCIETY
C/O TREASURER
234 MENZIES
VICTORIA BC V8V 2G7

Date issued
2015-06-11
Notice Number
01
BN/Registration Number
11897 2728 RR 0001

Thank you for filing the charity's Form T3010, *Registered Charity Information Return*, or changes to the Form, for the fiscal period ending 2014-12-31.

Please check the information in this summary carefully.

Important message

You did not make any changes on Form TF725, Registered Charity Basic Information Sheet.

Financial information

We have processed the charity's financial information as submitted. This information may be subject to further review. Should there be a discrepancy between declared and recalculated amounts, it is the charity's responsibility to verify the information submitted and, if applicable, submit a Form T1240, *Registered Charity Adjustment Request*.

Declared	Total assets	Recalculated
183,911		183,911

Declared	Total revenue	Recalculated
266,350		266,350

Declared	Total liabilities	Recalculated
71,909		71,909

Declared	Total expenditures	Recalculated
263,328		263,328

If you have any questions, or do not agree with the information in this notice, you can write us at:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

You can fax us at 613-954-8037.

You can also telephone us at:

1-800-267-2384, or

1-800-665-0354 for TTY service for persons with a hearing or speech impairment.

Visit our Web pages at www.cra.gc.ca/charities.

Director General, Charities Directorate



BC Registry
Services

REMINDER

Society Annual Report (Form 11)

Filing Fee: \$25.00

2015 Annual Report

Incorporation Number: S-0011147

JAMES BAY NEW HORIZONS SOCIETY
234 MENZIES STREET,
VICTORIA BC V8V 2G7

FILE ONLINE NOW



To file your BC Society Annual Report immediately, go to:

www.bcregistryservices.gov.bc.ca

and use **ACCESS CODE: 135069227**.



Complete this section if submitting by mail.

Annual Reports submitted by mail may take up to eight weeks to be filed.

PLEASE PRINT CLEARLY.

1. Annual General Meeting Date

Date your Annual General Meeting was held: 2015 10/2/27
(YYYY/MM/DD)

2090
FL2 12/11
25

The date of the Annual General Meeting must be during the same calendar year of the Annual Report.

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.

NO MEETING HELD cannot be submitted for the current year until the year is over

2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates

Physical Address Required. (Post Office Box alone will not be accepted.)

234 MENZIES STREET,, VICTORIA BC V8V 2G7

Mailing Address (If different from physical address)

234 MENZIES STREET,, VICTORIA BC V8V 2G7

Enter new physical address if it has changed

Enter new mailing address if it has changed

3. Society Email Address

executivejb.nh@shawbiz.ca

Update email address if it has changed. Email address may be used as a contact for this form

OFFICE USE ONLY



**REMINDER**

Society Annual Report (Form 11)

Filing Fee: \$25.00

4. Society Directors

Before you file your Annual Report, please review the directors listed below. If this list does not match the society records, contact BC Registry Services now at 1 877 526-1526.

- **Directors listed below cannot be changed if no meeting was held.**
- One director must be a BC resident.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Black	Alfred	206 - 406 SIMCOE ST, VICTORIA BC	V8V 1L1
Cavanaugh	Sylvia	209-566 SIMCOE STREET, VICTORIA BC	V8V 1L9
Edmonstone	Ellen	104 - 562 SIMCOE ST, VICTORIA BC	V8V 1L9
Floyd	Nancy	214 - 1030 PENDERGAST ST., VICTORIA BC	V8V 2X2
Gillespie	Maeva	101 - 25 GOVERNMENT ST, VICTORIA BC	V8V 2K4
Lawson	Joy	309 - 160 GOVERNMENT ST, VICTORIA BC	V8V 2K7
Logie	Anne	701-139 CLARENCE ST, VICTORIA BC	V8V 2J1
Robertson	Jan	3137 GLEN LAKE RD, VICTORIA BC	V9B 4B5
Ross	Ted	211 - 151 ST. ANDREWS ST, VICTORIA BC	V8V 2M9



BC Registry
Services

REMINDER

Society Annual Report (Form 11)

Filing Fee: \$25.00

Ruttan	Helen	304 1950 BEE STREET, VICTORIA BC	V8R 6P5
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5. Signature

X Dyer

Sign here. I certify that this information is accurate and complete.

2015/03/01

Date Signed (YYYY/MM/DD)

6. Return Form and Fee to BC Registry Services

Mailing Address:

PO Box 9431 Stn Prov Govt, Victoria BC, V8W 9V3

Physical Address:

2nd floor, 940 Blanshard Street, Victoria BC, V8W 3E6

Questions? Call 1 877 526-1526

Need help completing this form? Go to www.bcregistryservices.gov.bc.ca for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation number S-0011147 on the cheque.

☒ Checklist if Submitting by Mail:

- ☒ \$25.00 Annual Report filing fee included.
- ☐ \$15.00 An additional fee is required if address updated within section 2, for a total fee of \$40.00.
- ☐ All data provided: Annual General Meeting date. Registered office address and director updates made if required.
- ☐ Form signed.

Janet Hawkins

From: Kim Dixon <executivejb.nh@shawbiz.ca>
Sent: Monday, Jul 20, 2015 11:46 AM
To: Public Hearings
Subject: Questions regarding your grant submission to Victoria Council
Attachments: Questionnaire.pdf

Please find attached a copy of our questionnaire.
If you require any further information, please do not hesitate to contact us.
Thank you in advance for your time and consideration,
Sincerely
Kim Dixon

Kim Dixon

Executive Director,
James Bay New Horizons
234 Menzies St
Victoria, B.C. V8V 2G7
Direct Line Phone: 250-386-4432
www.jamesbaynewhorizons.ca

My regular business hours are Mon - Fri 8:30-4:30.

From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July 16, 2015 3:49 PM
To: executivejb.nh@shawbiz.ca
Subject: Questions regarding your grant submission to Victoria Council

Below are the questions posed by Council on your grant submission at the July 15, Special GPC meeting:

James Bay New Horizons

1. Clarify the outreach that will occur beyond Jubilee and James Bay neighbourhoods.
2. Is this project envisioned as a one-off project, or a shift towards on-going operations for the James Bay New Horizons?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,



234 Menzies Street
Victoria, BC V8V 2G7
Phone (250) 386-3035
Fax (250) 386-3045

www.jamesbaynewhorizons.com

Victoria City Council
c/o Public Hearings

July 20, 2015

Thank you for giving us the opportunity to present our thoughts and ideas to you last Wednesday. It was a great opportunity for us to highlight our plans and inform you about some of the difficulties seniors face.

I hope these responses will help you with your decision to support our program.

1. Clarify the outreach that will occur beyond the Jubilee and James Bay Neighbourhoods. ***James Bay New Horizons and Victoria Silver Threads will work together to start an outreach program in the James Bay and Jubilee area. As this is a pilot project with a limited time frame and funding (5 months) we will do our outmost to host apartment coffee parties in various buildings in these two areas. Based on information gathered using our postal code data (V8V, V8R) from Canada Post we have determined there are 6,295 apartment residents in James Bay and 2,103 in the Jubilee area.***

The project will initially focus on the two postal code areas where our centres are, we can then evaluate the procedures, ability to make contact with apartment managers and property managers, our success in reaching isolated seniors and the attendance to these events and report back to Council.

If we achieve the desired outcomes, we can then co-ordinate with other community and senior centres to see if there would be interest in extending this program to other communities within the Victoria geographic area.

We are willing to co-ordinate this program throughout the community if there is a need. With the changing demographics in this community we feel it important to offer a hand of friendship to the frail, isolated and senior population. This program will not only inform seniors of our programs but other services and activities available in the community.

Is this project envisioned as a one-off project, or a shift towards on-going operations for the James Bay New Horizons?

James Bay New Horizons has had apartment coffee parties in the past. We have not been consistent as we have not been able to have a dedicated staff member plan and implement. It is hoped that we will be able to catalogue a list of apartment buildings and contact people so that we can keep this project ongoing. To our knowledge there is not another agency that offers this kind of service but rather respond to emergencies or crisis management. If we are able to identify frail, isolated seniors and encourage them to partake in the coffee parties, then perhaps they can be encouraged to become involved in other services and programs that will enable them to remain independent in their own homes. We are aware that there are families where a spouse is a caregiver and unable to go out for some alone or down time.

Further in terms of sustainability, we envision continuing beyond the 5 month start up and will investigate all potential funding opportunities.

We hope that this will clarify your concerns and we look forward to hearing from you. We are hopeful that we will be able to start our program early September and complete a significant number of coffee parties between September and December.

Please do not hesitate to contact us if you have any further questions,
Sincerely,



Kim Dixon
Executive Director



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Literacy Victoria

Mailing Address: 817A Fort Street, Victoria, BC, V8W 1H6

Contact Person: Sharon Welsh

Email: Coordinator@literacyvictoria.org

Telephone: 250-382-6315

Website: www.literacyvictoria.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? X Yes ☐ No

Society Registration Number: 13250-1867

Are you a registered Charity? X Yes ☐ No

Charity Registration Number: 132501867RR0001

Organization mission/mandate

Literacy Victoria is submitting this proposal on behalf of the *Organizing Team* for a Challenge Dialogue, a collaborative made up of key literacy stakeholders who are working together to: "Design a collaborative literacy alliance for Greater Victoria — a Dialogue to explore how we can do our best to meet the literacy needs of our community."

Literacy Victoria's mission is "Literacy Victoria (LV) helps adult learners improve their reading, writing, math, computer and other essential skills by providing free literacy tutoring."

The mandates of other Challenge Dialogue Organizing Team members can be found as follows:

- READ Society please see <http://readsociety.bc.ca/about/vision-mandate-values/>;
- Learning Disabilities Association of BC South Vancouver Island Chapter please see <http://www.ldasvi.bc.ca/aboutus>;
- Victoria Refugee and Immigrant Centre please see <http://www.vircs.bc.ca/about.php>;
- Greater Victoria Public Library please see <https://gvpl.ca/about-us>

Brief history and role in benefitting residents of Greater Victoria

Literacy Victoria (LV) has provided free literacy support services to adults learners in the Greater Victoria area for over 27 years. Often working with the most marginalized in the community, LV's services have included 1-1 literacy tutoring, support with educational goals, access to and training on computers and education, support and awareness on the literacy issues in the community. Recently, LV's board and staff have become active participants of the Challenge Dialogue Organizing Team the collaborative described above. For the history, role and benefits of the other organizations comprising this Organizing Team, please refer to the websites listed above.

How many paid staff at organization? Full Time: _____ Part Time: 1

How many volunteer staff at organization? 60 Total volunteer hours: 3500+ per year

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$116,580

What other sources of funding do you receive and how is it used?

Source: LITERACY VICTORIA (Other collaborator financial information available on request)	Total Funding	Use
Prov. Gov – Community Adult Literacy Program	66,500 (requested for 2015/16)	Learners' Network and Community Partnership Programs



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2015 Strategic Plan Grant Application Form

Raise a Reader	6,500 (received)	General organizational needs
Victoria Foundation	2,000 (received) 30,000 (will be requested)	Learners' Network and Community Partnership
General donations	20,000 (some received/ some anticipated)	General organizational needs

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Designing a Collaborative Literacy Alliance for Greater Victoria: a dialogue to explore how we can do our best to meet the literacy needs of our community.**

Brief description of the project or program and why the grant is needed.

Our Challenge: Literacy, numeracy and technology skills are critical for individuals, families and communities to realize their full potential for prosperity and contribution to the economic and social life of Greater Victoria. Local literacy support agencies in the region have recognized the changing landscape both in terms of client needs and the availability of funding and resources to support the work they do and have come together to explore creative and collaborative solutions.

Our Response: With the help of Keith Jones, a highly skilled [Management Consultant \(CMC\)](#) and [Collective Impact Coach](#), key literacy agencies in Victoria have initiated a process and approach that will provide a clear understanding of the current situation and literacy support needs in Greater Victoria, as well as create a framework from which the community can begin to systematically and collaboratively address these needs. Initial efforts have created a Preliminary Strategy Roadmap in which actions, outcomes, goals and impacts have been identified (see Appendix 1). To further inform and develop this Roadmap an approach that involves two distinct incremental stages has been adopted. Stage 1 is the 'Challenge Dialogue' (see Appendix 2) and Stage 2, building on the clarity of intentions and scope in Stage 1, is the co-creation of a 'Strategy Roadmap' (see Appendix 3 and/or www.integralstrategy.net) – an outcome-based, multi-stakeholder actionable strategy. The funding requested in this grant is to complete the Stage 1 – the Challenge Dialogue as outlined below and presented in Appendix 2.

Key Challenge: To engage the community in a rich dialogue to understand literacy needs, challenges and opportunities of Greater Victoria and align stakeholders on a path forward to achieve greater literacy impacts by working together better.

Expected Outcomes:

We anticipate achieving five high level outcomes as a result of this Dialogue:

1. There is a full comprehensive understanding of where we are at – i.e., the current state of the "literacy support system".
2. There is a full and comprehensive understanding of what people with literacy challenges want and need, including the wants and needs of the community impacted by those with literacy challenges.
3. Measureable outcomes that we want to address are identified.
4. Priority outcomes (from '3') are identified that are most critical to address over the next 5-10 years – e.g., 2-3 flagship initiatives.
5. A strategy, action plan and initial organizing model are developed for moving forward on these shared outcomes and flagship initiatives.

Although there is tremendous support and enthusiasm for this project amongst the agencies (evident in the many hours they have volunteered to this project), the consistent and dedicated effort required to successfully complete the project is not realistic for many of the agencies, as staff is already committed to addressing the specific needs of their agencies. The funding requested in this grant is to cover the costs of the expertise and resources needed to complete the *Challenge Dialogue* in a timely manner (by January 2016). Without this funding, the progress will be slower and enthusiasm will likely wane. Right now is the ideal time for this project, as several local literacy agencies are in situations that have led them to explore alternative delivery and support paths. For example, Literacy Victoria reopened March 1, 2015 after a 6 month closure due to financial issues. There is a window of opportunity where the willingness amongst the stakeholders to engage in this process is strong. The requested funding will play a critical role in propelling this project forward ensuring it is completed in a timely and effective manner. The Organizing Team will seek additional funding for the *Strategy Roadmap* stage from other funding agencies.

Does this project or program impact public space? ☐ Yes ☒ No



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> X Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> X Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Innovate and Lead

This project will use two innovative, highly collaborative and proven processes to engage a wide range of literacy stakeholders (the "literacy support system of Greater Victoria") to assess needs and gain an understanding of the state and delivery of literacy services. Through this project the City of Victoria will have the opportunity to be a part of and benefit from an approach that addresses complex systems, which will include a comprehensive and coherent action plan and a powerful narrative for transforming and improving the performance of literacy support systems for Greater Victoria. By supporting this project, the City of Victoria will also play a critical leadership role in testing an innovative approach that offers application to a variety of complex situations in which diverse stakeholders can find common ground, inclusion and clarity as they work toward meaningful solutions.

Engage and Empower

This project will gather data, information, experience and knowledge on literacy challenges and services, areas of strengths and areas of need from a wide range of organizations and individuals through a creative engagement process that is action-focused and participatory in nature. The approach is highly inclusive, embraces diversity and is broad in its scope (see the Operating Principles for the Challenge Dialogue System in Appendix 4).

Social Inclusion and Community Wellness

Both the process (Challenge Dialogue) and the ultimate outcomes (Improved literacy skills) will enhance social inclusion and community wellness. The Challenge Dialogue is by nature a socially inclusive process. In addition, the intended outcome of improved literacy skills, is a key foundational element for full participation in virtually all walks of life — education, employment, family life and the community.

Nurturing Learning Capital

Through this project the delivery efficiency and effectiveness of literacy services will be thoroughly explored and analyzed. Gaps in services as well as areas of over service will be identified. As well specific needs will be identified along with ways to leverage existing services to address them. The two stage process is designed to create a collaborative collective impact agenda along with the means to deliver on this together – mutually reinforcing activities. In Stage 2, the Roadmap will serve as a powerful framework to design a shared performance measurement system, set priorities and clarify roles and relationships. All of this will nurture the relationship between agencies as well as with individuals and strengthen literacy service system of Greater Victoria.

How many will benefit from the project or program? Potentially 30,000 Percentage of Greater Victoria Residents? 40%

Who is your target audience? The target audience is both individuals in Victoria struggling with literacy issues and the agencies that serve them. Approximately 40% of British Columbian's are below Literacy Level 3, which is deemed the level needed to fully participate and engage in society (ie. read a lease, calculate a tip, fill out forms, etc.). The intent of this project is to analyze and advance the delivery of literacy services in Victoria, with the goal of improving the literacy levels of our citizens. In addition, the various agencies that deliver literacy service will have a chance to both assess and realign their services based on the knowledge, insights, partnership and alliances created through this project.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$48,000 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: .014%

How much is the organization contributing to this project or program? \$4,000 – In-Kind

Please indicate the funding sources for this application:

- ☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

- ☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

- ☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

- ☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Public Library	Jennifer Rowan (Librarian role)	250-382-7241 x224	3,000
READ Society	Carol Carman (Co-Reporter role)	250-388-7225 250-896-5697	3,000
READ Society	Stephen Newton (Co-Reporter role)	250-479-8061	3000
READ Society	Tricia Chestnutt (Aboriginal guidance role)	250-388-7225	3,000
Literacy Victoria	Sharon Welsh (Facilitation Support role)	250-382-6315	2,000
Literacy Victoria	Gwen Holt	250-595-3575	1,000
Literacy Victoria	Barry Gray (Knowledge Integrator role)	250-360-7431	2,000
Victoria Literacy Task Group	Jan Dupuis (Outreach Manager role)	250-294-3026	3,000
Learning Disabilities Assoc.	Debbie Cyculski (Co-Project Manager role)	250-370-9513	2,000
R. Keith Jones and Associates	Keith Jones (Facilitator and overall Dialogue Mentor role)	250 598-2635	20,000 (to-date)
Victoria Immigration and Refugee Centre	Nancy Hum (Editor role)	250-361-9433	3,000

- ☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Greater Victoria Public Library	Jennifer Rowan	250-382-7241 x224	2,000
READ Society	Tricia Chestnut	250-388-7225	1,000

- ☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$48,000

Partial funding may be available. Will the project occur without full funding by the grant? X ☐ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive the funding the project will rely on volunteer efforts and likely proceed very slowly, which could result in loss of momentum. In addition, we believe there are potential funders (Innoweave/ Victoria Foundation) whose funding criteria would fit well with the *Strategy Roadmap* portion of this project which is reliant upon the completion of the Challenge Dialogue, so lack of funding at this stage could result in the loss of additional funding for Stage 2.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 1, 2015 To: January 15, 2016

Project or program location: Literacy Victoria

Project or program timeline and major milestones. **Challenge Dialogue has 8 Steps – see attached Appendix 2**

Date	Milestone
June 21, 2015	Steps 1 and 2 almost complete,
July 15, 2015	Step 3 complete
September 1, 2015	Step 4 complete
October 30, 2015	Step 5 complete
November 15, 2015	Step 6 complete
January 15, 2015	Step 7 complete
January 15 onward	Step 8 and progress to Stage 2 – <i>Strategy Roadmap</i>

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Orgz.Team /40 participants. Total volunteer hours required: OT- 600 / P- 280

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|--|
| <input checked="" type="checkbox"/> XWebsite | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> XSocial Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> XAnnual Report |
| <input type="checkbox"/> XOther <u>Challenge Dialogue reports provided to participants, stakeholders, potential funders, etc.</u> | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: _____

Position: Coordinator

Name: Sharon Welsh

Date: June 25, 2015

**LITERACY VICTORIA
Budget 2015-2016**

EXPENSES:**General Expenses**

Board expenses	1,000	
AGM meeting	400	
Contingency fund (10% of budget)	<u>11,000</u>	
		12,400

Learners' Network

Coordinator	29,600	
MERC	1,780	
Travel/Accommodation (Decoda events)	700	
Tutor Training	8,000	
Tutor support/recognition	2,000	
Office rental and expenses	12,600	
Mileage	500	
Professional Development	500	
Learner resource/supplies	4,000	
Administration fee	<u>2,000</u>	
		61,680

Community Partnership Program

Coordinator	18,820	
MERC	1,120	
Mileage	800	
Office rental and expenses	5,700	
Tutor Training	2,000	
Tutor Support/Recognition	1,000	
Learner resources/supplies	1,060	
Administration fee	<u>2,000</u>	
		32,500

Challenge Dialogue

Facilitator fees	6,000	
Dialogue research/support costs	3,000	
Meeting costs (food, photocopying, etc.)	500	
Administration fee	<u>500</u>	
		<u>10,000</u>

Total Expenses: 116,580

INCOME:

Community Adult Literacy Program	66,500	
Raise a Reader	6,500	
Victoria Foundation	32,000	
General Fundraising	<u>20,000</u>	
		125,000
Projected surplus:		8,420

Janet Hawkins

From: Sharon Welsh <coordinator@literacyvictoria.org>
Sent: Monday, Jul 20, 2015 4:10 PM
To: Public Hearings
Cc: Susan Reece; Carol Carmen
Subject: Re: Question regarding your grant submission to Victoria Council

Dear Christine

Please find below, the answer to the question posed by Council on our grant submission at the July 15, Special GPC meeting.

Sincerely,

Sharon

Sharon Welsh
Coordinator
literacyvictoria.org
250-382-6315

Literacy Victoria

1. The application states that this project will potentially impact 30,000 people. Provide more details regarding those numbers and how many people are residents of Victoria.

According to Statistics Canada, Employment and Social Development Canada, and Council of Ministers of Education, Canada approximately 48% of Canadians and 46% of British Columbians have literacy scores below level 3 (<http://well-being.esdc.gc.ca/misme-iowb/.3ndic.1t.4r@-eng.jsp?iid=31>). Level 3 is the level deemed necessary to fully function and engage in all aspects of societal life (employment, education, understanding a lease, reading a map, etc.).

Forty-six percent of 78,000 (the population of Victoria) is 35,900. This is a staggering number, but statistics consistently reveal this to be a realistic number. Many people in our community struggle with literacy issues. This project is intended to have far reaching implications that will impact literacy in a number of areas (education, employment, individual, community) in the Victoria region for years to come.

The Literacy Challenge Dialogue is the first step of a process to create a comprehensive literacy plan for the Victoria area. This plan will target people of all ages, from pre-schoolers to seniors struggling with literacy issues. School, parents, community associations, correctional centres, employers, agencies, literacy service providers, and other interested groups or stakeholders will work together to identify literacy needs and create a strategic and comprehensive plan to address these needs.

The intention is to impact people struggling with literacy issues in the local community through education, awareness and service delivery. This could be through educating employers to be aware and informed about literacy issues so they

can work more effectively with their employees. This could be through working with local service clubs to impact family reading through programs to encourage and support parents (or others) to read with their children. This could be through streamlined services and public awareness of the services that are available to assist people with literacy issues.

On 16/07/2015 3:50 PM, Public Hearings wrote:

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Literacy Victoria

1. The application states that this project will potentially impact 30,000 people. Provide more details regarding those numbers and how many people are residents of Victoria.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348



--
Sharon Welsh, Coordinator
817 Fort Street
Victoria, BC
V9W 1H6
250-382-6315



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

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Application Form**

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: The Bateman Foundation/The Robert Bateman Centre

Mailing Address: 300 – 470 Belleville St, Victoria, BC V8V 1W9

Contact Person: Cassie Holcomb

Email: cassie.holcomb@batemanfoundation.org

Telephone: 250-940-3626 ext 303

Website: batemancentre.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☐ Yes ☒ No

Society Registration Number: 802568-1

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 846937688RR0001

Organization mission/mandate

The Bateman Foundation is a national public charity formed to conserve and interpret the largest and most representative body of Robert Bateman's work in the world. We connect people to the magic of nature through art. The Bateman Foundation inspires a passion for nature in people of all ages, through the arts, observation, experience and dialogue. We have established and maintained an art museum, the Robert Bateman Centre, that conserves, enhances, and makes public a cultural legacy of art that creates dialogue, and inspires action, about the preservation and sustainability of the natural environment and our interdependence with nature. We believe that nature is magic, all people have the right to access nature, exposure to nature is essential for our health and the health of the planet, every child should have the right to unstructured play in nature and nature is an infinite source of reason, imagination, and invention.

Brief history and role in benefitting residents of Greater Victoria

The Robert Bateman Centre has been operating since May 2013. We offer direct access to the artwork of an important Canadian artist and naturalist. Robert Bateman's artwork is not only an important part of our cultural landscape, it also inspires people of all ages to have a sense of awe and wonder about nature. We use this experience to encourage people to have a closer relationship to nature and reap the health and social benefits of this interaction. We are committed to offering barrier-free access to as many Greater Victorians as possible. We offer up to 16 "admission-free" opportunities throughout the year where everyone can access the Centre free of charge reaching 5786 people in 2014 at a value of over \$55,000. Last year, we launched a partnership with the Greater Victoria Public Library to provide 20 passes that can be "checked out" at library branches and used for free family admission. We estimate this contribution alone to be worth \$11,000 with the potential to reach up to 5800 people. We also offer education programs to students of all ages including a bursary program for low-income schools that sees 40 classes visit the centre for free. The free admission and education programs are complimented by a robust line-up of art and nature events offered to a variety of adult and youth audiences encourage. Our exhibits and displays are updated regularly with three new exhibits debuting in 2015 including a community collaboration of entitled oneTree. Opening in November, oneTree will feature artwork from 45 Canadian artists all using wood from the same salvaged Big Leaf Maple.

How many paid staff at organization? Full Time: 3

Part Time: 10

How many volunteer staff at organization? 30

Total volunteer hours: 1425

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$845,900

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Retail Operations	\$322,963	Retail Ops, Public Programming, Exhibits, Admin
Public Programming and Exhibits	\$207,740	Retail Ops, Public Programming, Exhibits, Admin
Donations and Pledges	\$296,021	Retail Ops, Public Programming, Exhibits, Admin
Legacy Project	\$20,000	Legacy Development

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Access to the Robert Bateman Centre

Brief description of the project or program and why the grant is needed.

Support is requested for the following four key areas of our operations: Barrier-Free Access, Educational Programs, Arts and Nature Events and Exhibits. Funding is needed to support these programs. We are committed to providing barrier-free access to the Centre for as many people as possible. Through our collections, research, exhibits, and programming, we encourage experiential learning, observation and dialogue, and inspire people of all ages to find their place in nature. Part of this grant will fund free community access days as well as our library pass program exposing the centre to over 6000 people for free. Funding is also needed for our educational program that includes bursaries for low-income classes. This will ensure more students are exposed to Robert Bateman's work and are inspired to spend time in nature. Funding will allow us to offer free field trips to more than 40 classes. We also will also offer at least 12 unique Art and Nature events per year - including lectures, special tours, and hands-on art activities. These offer participants a chance to interact on a deeper level with the artwork and the philosophy of the centre. It is important to keep our exhibits fresh and new and funding through this grant will help produce exhibits which explore new facets of this vast subject area. Exhibits (3 per year) will allow visitors to learn not only a deeper story about the life and work of Bateman but also explore other artists and environmental issues.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This program meets and supports the City of Victoria's Strategic Plan Objective "Nurture Our Arts, Culture and Learning Capital." The arts are an important part of our community. They transport us to different places and cultures and provide an outlet for creative expression. At the Robert Bateman Centre, we use the art of Robert Bateman to inspire everyone and express the importance of nature and its positive impact on our lives. Our programs, which reach people of all ages, inspire discovery, understanding and development of a love of nature leading to healthy and creative living, environmental stewardship, and spiritual growth.

How many will benefit from the project or program? 25,000 Percentage of Greater Victoria Residents? 50%

Who is your target audience? Locals and Tourists – in particular people over 45 with children

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application

What is the project or program: Total Cost \$845,900 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 9.7%

How much is the organization contributing to this project or program? \$530,703

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Gaming Commission		250-387-5311	\$39,200

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Shaw Communications	Shauna Coffyn	587-390-3333	\$50,000
Corporate Members (10)			\$7,000

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
Victoria Foundation	Sara Neely	250-381-5532	\$2,500

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Royal BC Museum	Angela Williams	250-356-7226	\$31,115
Used Victoria	Lacey Sheardown	250-480-3291	\$6,200
Times Colonist	Dianne Dallas	250-380-5264	\$12,000

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
Harbourside Rotary	Randy Decksheimer	250-480-3515	\$8,000
Victoria Foundation	Sara Neely	250-381-5532	\$6,300

Grand Total of Other Funding Sources \$162,315

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we do not receive full funding from the City of Victoria, our programs will be negatively impacted. With less funding, we will not be able



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Application Form**

to offer as many public programs or free admission days. Less school children and people from Greater Victoria would be able to access the Centre and experience the artwork of Robert Bateman and the events we have to offer.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: August 2016

Project or program location: The Robert Bateman Centre, 470 Belleville St, Victoria, BC V8V 1W9

Project or program timeline and major milestones.

Date	Milestone
January 1, 2016	Have offered 6000 free admissions to the Centre
January 1, 2016	20% increase in memberships
January 1, 2016	35 active volunteers recruited and trained
July 1, 2016	Have offered 40 paid education programs and 40 bursary education programs
August 31, 2016	Have offered at least 12 public programs (at least one every month)
August 31, 2016	Have produced 3 new temporary exhibits

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30

Total volunteer hours required: 1500

Can the project or program occur without volunteer support?

☐ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☒ Social Media

☒ Sponsor Plaque

☐ Other

☒ Newspaper Advertisement

☒ Newsletter

☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

Position: Managing Director

Name: Aimee Ippersiel

Date: June 26, 2015



Government of Canada

Victoria City Council - 05 Aug 2015

Gouvernement du Canada

[Canada.ca](#) [Services](#) [Departments](#) [Français](#)
[Canada Revenue Agency](#)
[Home](#) [Charities and giving](#) [Charities listings](#) [Quick View](#)

The Bateman Foundation - Quick View

[Charity's detail page](#)
Registration no.: 846937688RR0001

Designation: [Charitable organization](#)
Programs and activities:
Ongoing programs:

THE PURPOSE OF THE FOUNDATION IS TO PROMOTE THE PRESERVATION AND SUSTAINABILITY OF THE ENVIRONMENT BY: (1) ESTABLISHING AND MAINTAINING AN ART GALLERY TO PERPETUATE, PROTECT, ENHANCE AND PROMOTE THE ARTISTIC AND CULTURAL LEGACY OF NATURE-INSPIRED ARTISTS, INCLUDING RO...[Read more](#)

New programs:
Status
☒ Registered 2012-01-01

Reporting periods

Quick View	Full View
▶ 2013-12-31 ◀	2013-12-31
2012-12-31	2012-12-31

Revenue



Receipted donations \$415,463 (27%)
 Non-receipted donations \$139,614 (9%)
 Gifts from other charities \$85,016 (6%)
 Government funding (0%)
 All other revenue \$877,477 (58%)
Total revenue: \$1,517,570

Expenses



Charitable program (0%)

Management and administration \$700,904 (48%)

Fundraising \$143,336 (10%)

Political activities (0%)

Gifts to other registered charities and qualified donees (0%)

Other \$614,836 (42%)

Total expenses: \$1,459,076

Compensation

Total compensation for all positions	\$395,120	Ten highest compensated full-time positions	
Full-time employees	4	\$160,000 - \$199,999	1
Part-time employees	11	\$40,000 - \$79,999	2
		Less than \$40,000	7
Professional and consulting fees	\$28,317		

Additional information

[Amending the T3010 information return](#)[Information for Charity Quick View users](#)[View the complete T3010 return for the period being displayed](#)[Directors and trustees worksheet](#)[Return to search results](#)[New search](#)

Related links

[How do I choose the right charity?](#)[Contact the CRA Charities Directorate](#)[Share this page](#)[Videos and recorded webinars for donors and charities](#)

Date modified:

2015-01-28

THE BATEMAN FOUNDATION
FINANCIAL STATEMENTS
DECEMBER 31, 2014

Partners

B.A. ASSER, B.COMM., C.A.*
D.L. SPENCE, B.A., C.A.*
R.A. PEARSON, B.Sc., C.A.*

550-645 FORT STREET
VICTORIA, BC V8W 1G2

Associates

D.L. DAVIS, C.A.*
R.B. MCMICKING, C.A.*
W.J. WATTS, C.A.

TELEPHONE (250) 385-8789
FAX (250) 385-6315

*Denotes Incorporated

INDEPENDENT AUDITOR'S REPORT

To the Members of The Bateman Foundation

We have audited the accompanying financial statements of The Bateman Foundation, which comprise the statement of financial position as at December 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion


In common with many not-for-profit organizations, The Bateman Foundation derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of The Bateman Foundation. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2014, current assets and net assets as at December 31, 2014.

(continues)

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of The Bateman Foundation as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Victoria, British Columbia
June 8, 2015

A handwritten signature in dark ink, appearing to read "Osborn Wadsworth", written over a horizontal line.

CHARTERED ACCOUNTANTS

THE BATEMAN FOUNDATION **Victoria City Council - 05 Aug 2015**
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2014

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 103,686	\$ 80,271
Restricted cash	30,000	9,580
Accounts receivable	8,906	10,915
Goods and services tax recoverable	362	60,535
Inventory	80,527	34,072
Prepaid expenses	56,963	72,160
	280,444	267,533
CAPITAL ASSETS (Note 3)	834,664	1,073,801
ARTWORK COLLECTION	590,935	450,935
INTANGIBLE ASSETS (Net of accumulated amortization)	12,210	23,821
	\$ 1,718,253	\$ 1,816,090
LIABILITIES		
CURRENT		
Accounts payable	\$ 96,467	\$ 130,534
Provincial sales tax payable	2,835	1,818
Employee deductions payable	9,232	9,088
Deferred contributions related to future programs (Note 4)	30,000	5,000
Current portion of promissory note (Note 5)	25,000	-
	163,534	146,440
PROMISSORY NOTE (Note 5)	121,706	-
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 6)	765,584	990,958
	1,050,824	1,137,398
NET ASSETS		
INVESTED IN CAPITAL ASSETS AND ARTWORK COLLECTION	660,014	538,357
UNRESTRICTED	7,415	140,335
	667,429	678,692
	\$ 1,718,253	\$ 1,816,090

Approved By The Directors

 Director

 Director

THE BATEMAN FOUNDATION
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2014

	General Operations	Gift Shop / Gallery (schedule 1)	Public Programming	Capital and Artwork	2014	2013
REVENUE						
Donations	\$ 650,619	\$ -	\$ -	\$ -	\$ 650,619	\$ 590,970
Deferred contributions	-	-	5,000	225,374	230,374	110,522
Gift shop	-	185,676	-	-	185,676	111,396
Gallery	-	181,041	-	-	181,041	180,847
Donations in kind	-	-	-	140,000	140,000	450,935
Gaming	-	-	20,000	-	20,000	-
Rental income	-	9,700	-	-	9,700	11,222
Fundraising	5,948	-	-	-	5,948	61,678
	656,567	376,417	25,000	365,374	1,423,358	1,517,570
EXPENSES						
Salaries and wages	148,146	201,877	79,634	-	429,657	395,120
Rental	86,864	202,683	-	-	289,547	123,143
Amortization	-	-	-	240,569	240,569	119,977
Advertising and promotion	17,047	64,072	23,438	-	104,557	269,188
Purchases	-	94,371	-	-	94,371	77,256
Fundraising	77,825	-	-	-	77,825	143,336
Office and administrative	25,613	38,960	1,507	-	66,080	90,395
Sub-contractors	17,463	40,265	-	-	57,728	143,330
Business development	25,210	-	-	-	25,210	31,701
Events	-	-	21,940	-	21,940	26,303
Professional fees	11,645	3,882	-	-	15,527	28,317
Amortization of intangible assets	5,805	5,805	-	-	11,610	11,010
	415,618	651,915	126,519	240,569	1,434,621	1,459,076
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 240,949	\$ (275,498)	\$ (101,519)	\$ 124,805	\$ (11,263)	\$ 58,494

See notes to financial statements

THE BATEMAN FOUNDATION
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2014

	General Operations	Gift Shop / Gallery	Public Programming	Invested in Capital and Artwork	2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 140,335	\$ -	\$ -	\$ 538,357	\$ 678,692	\$ 620,198
Excess (deficiency) of revenue over expenses	240,949	(275,498)	(101,519)	124,805	(11,263)	58,494
Purchase of capital assets	(1,432)	-	-	1,432	-	-
Transfer of deferred contributions	4,580	-	-	(4,580)	-	-
Transfer of income	(377,017)	275,498	101,519	-	-	-
NET ASSETS - END OF YEAR	\$ 7,415	\$ -	\$ -	\$ 660,014	\$ 667,429	\$ 678,692

See notes to financial statements

THE BATEMAN FOUNDATION
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2014

Victoria City Council - 05 Aug 2015

	2014	2013
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ (11,263)	\$ 58,494
Items not affecting cash:		
Amortization of capital assets	240,569	119,977
Amortization of intangible assets	11,610	11,010
Donations in kind	(140,000)	(450,935)
Amortization of deferred contributions related to capital assets	(225,374)	(110,522)
	(124,458)	(371,976)
Changes in non-cash working capital <i>(Note 8)</i>	169,725	21,542
	45,267	(350,434)
INVESTING ACTIVITIES		
Purchase of capital assets	(1,432)	(1,041,165)
Purchase of intangible assets	-	(3,600)
Receipt of deferred contributions related to capital assets	-	578,480
	(1,432)	(466,285)
INCREASE (DECREASE) IN CASH FLOW	43,835	(816,719)
Cash - beginning of year	89,851	906,570
CASH - END OF YEAR	\$ 133,686	\$ 89,851
CASH CONSISTS OF:		
Cash	\$ 103,686	\$ 80,271
Restricted cash	30,000	9,580
	\$ 133,686	\$ 89,851

1. DESCRIPTION OF BUSINESS

The Bateman Foundation (the "Foundation") is incorporated under the Canada Not-for-Profit Corporations Act. The Foundation's principal business activity is to promote the preservation and sustainability of the environment by establishing and maintaining an art gallery to perpetuate, protect, enhance and promote the artistic and cultural legacy of nature-inspired artists. The Foundation is a registered charity under the Income Tax Act and is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (GAAP).

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment	5 years	straight-line method
Computer equipment	5 years	straight-line method
Computer software	3 years	straight-line method
Furniture and fixtures	5 years	straight-line method
Lighting	12 years	straight-line method
Leasehold improvements	5 years	straight-line method

Additions, net of disposals are amortized at half rates.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Revenue recognition

The Bateman Foundation follows the deferral method of accounting for contributions with fund accounting for general operations.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Contributions restricted for capital purposes are amortized to revenue on the same basis and rate as the related assets.

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.

Gift shop and gallery income is recognized as revenue when services are provided or products are delivered to the customer. Gallery rental revenue is recognized as revenue when services are provided.

Fundraising revenue is recognized as revenue when the related event occurs.

(continues)

THE BATEMAN FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

Victoria City Council - 05 Aug 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Non-monetary donations

Donations of artwork, other than works of art for the gallery's permanent collection, are recorded at fair market value based on independent appraisals. Permanent collection donations are recognized at fair market value and are recorded as an expense at the time of acquisition.

Individuals, arts organizations and others contribute numerous hours each year to the Foundation and gallery. Because of the difficulty of determining the value of such services, these contributions are not recognized in the financial statements except where the services would otherwise be budgeted and acquired and fair market value can be determined.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not for profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Equipment	\$ 49,907	\$ 14,686	\$ 35,221	\$ 43,627
Computer equipment	35,038	11,140	23,898	30,905
Computer software	72,135	36,067	36,068	60,113
Furniture and fixtures	54,939	16,482	38,457	49,445
Lighting	69,606	8,701	60,905	66,706
Leasehold improvements	914,450	274,335	640,115	823,005
	\$ 1,196,075	\$ 361,411	\$ 834,664	\$ 1,073,801

4. DEFERRED CONTRIBUTIONS RELATED TO FUTURE PROGRAMS

	2014	2013
Deferred contributions, beginning of year	\$ 5,000	\$ -
Contribution received for specific purposes	30,000	17,555
Less amount recognized as revenue in year	(5,000)	(12,555)
Deferred contributions, end of year	\$ 30,000	\$ 5,000

Deferred contributions represent externally restricted funding received for specific purposes.

5. PROMISSORY NOTE

The Foundation commenced negotiations with the gallery landlord to address certain lease and common costs incurred in the initial operating period and to renegotiate the amount of space under lease. Subsequent to the year end, an agreement was reached to settle amounts outstanding under the lease agreement, to allow for the deferral of payment of certain amounts outstanding, and to reduce the future leased area and related costs. The lease commitment information reported in note 7 represents the new lease arrangements. The revised amounts owing to the landlord were converted into a non-interest bearing promissory note. Payment terms are \$25,000 repayable on September 30, 2015 with monthly payments commencing April 1, 2016 of \$3,259 plus interest from that date of 1% per month calculated on the outstanding promissory note balance net of prepaid rental deposits which are \$50,000 at December 31, 2014. The promissory note is presented below.

	2014	2013
Promissory note	\$ 146,706	\$ -
Lump sum payment due September 30, 2015	(25,000)	-
Long term portion of promissory note	\$ 121,706	\$ -

Minimum principal repayment terms are approximately:

2015	\$ 25,000
2016	29,334
2017	39,112
2018	53,260
	<u>\$ 146,706</u>

6. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

Deferred contributions related to capital assets represent externally restricted contributions received for the acquisition of capital assets. The amortization of deferred capital contributions is recorded as revenue on the statement of operations.

	2014	2013
Deferred capital contributions, beginning of year	\$ 990,958	\$ 523,000
Private donations	-	541,035
Canadian Wildlife Federation	-	37,445
Subtotal	990,958	1,101,480
Amortization of deferred contributions	(220,794)	(110,522)
Transfer to operating	(4,580)	-
Deferred capital contributions, end of year	\$ 765,584	\$ 990,958

(continues)

THE BATEMAN FOUNDATION **Victoria City Council - 05 Aug 2015**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

6. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS *(continued)*

Deferred capital contributions are comprised of the following:

	2014	2013
Contributions used to purchase capital assets	\$ 765,584	\$ 986,378
Unspent contributions	-	4,580
	\$ 765,584	\$ 990,958

7. LEASE COMMITMENTS

The Foundation has a long term lease with respect to its premises expiring March 31, 2018. The lease contains renewal options. The Foundation is responsible for a proportionate amount of common costs for the leased building.

Future minimum lease payments as at December 31, 2014, are as follows:

2015	\$ 115,000
2016	115,000
2017	115,000
2018	28,750
	\$ 373,750

8. CHANGES IN NON-CASH WORKING CAPITAL

	2014	2013
Accounts receivable	\$ 2,009	\$ (10,912)
Inventory	(46,455)	(34,072)
Accounts payable	(34,066)	111,405
Deferred contributions related to future programs	25,000	5,000
Prepaid expenses	15,197	(11,492)
Employee deductions payable	144	9,088
Goods and services tax	60,173	(49,293)
Provincial sales tax payable	1,017	1,818
Accounts payable conversion to promissory note payable	146,706	-
	\$ 169,725	\$ 21,542

9. VICTORIA FOUNDATION FUND

	2014	2013
Opening balance, market value	\$ 17,724	\$ 15,438
Net return on investments	1,823	2,937
Subtotal	19,547	18,375
Grants paid	(589)	(526)
Administration fees	(140)	(125)
	\$ 18,818	\$ 17,724

The Foundation established a fund held by The Victoria Foundation. Under the agreement of the fund, the Foundation is the beneficiary of the fund and is entitled to receive grants from the fund. The amount of the grant is at the discretion of The Victoria Foundation and any unpaid amounts carry forward until paid. The current amount available to grant is \$0.

10. DONATED SERVICES

The Foundation made a donation in kind to the Jane Goddall Institute consisting of strategic planning consulting services in the amount \$35,132. These donated services have not been included in the financial statements.

11. FINANCIAL INSTRUMENTS

The Foundation is exposed to various risks through its financial instruments. The following provides information about the Foundation's risk exposure and concentration as of December 31, 2014.

Credit risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The Foundation is exposed to credit risk from customers. The Foundation has a minimal number of customers to whom credit is provided.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation is exposed to this risk mainly in respect of its receipt of funds from its customers and donors and accounts payable. The Foundation follows strict adherence to budget and programs / projects are not commenced until funding support is reasonably in place.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Foundation is not exposed to significant interest rate risk.

12. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

THE BATEMAN FOUNDATION
GIFT SHOP AND GALLERY
YEAR ENDED DECEMBER 31, 2014

Victoria City Council - 05 Aug 2015
(Schedule 1)

	Gift Shop	Gallery	2014
REVENUE	\$ 185,676	\$ 190,741	\$ 376,417
EXPENSES			
Rental	28,955	173,728	202,683
Salaries and wages	90,580	111,297	201,877
Purchases	94,371	-	94,371
Advertising and promotion	-	64,072	64,072
Sub-contractors	19,955	20,313	40,268
Office and administrative	7,669	31,288	38,957
Amortization of intangible assets	-	5,805	5,805
Professional fees	-	3,882	3,882
	241,530	410,385	651,915
DEFICIENCY OF EXPENSES OVER REVENUE	\$ (55,854)	\$ (219,644)	\$ (275,498)

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Revised Budget Quarterly Results Consolidated Page							The Robert Bateman Centre										updated: 11-May-15		
Revised Budget 2015				Revised Budget Total			Actuals										Variance		
				Q.1	Actuals Total Q.1	over/(under)	Actuals Less Budget												
				January	February	March	April	May	June	July	August	September	October	November	December	TOTALS			
Consolidated Budget Projections																			
Projected Income																			
Retail Operations																			
Gallery Admissions & Indiv.Memberships				6,400	8,900	13,400	28,700	39,700	11,000	11,400	11,400	15,900	19,900	23,900	19,900	12,900	8,400	11,900	164,300
Corporate Membership				-	1,955	1,955	3,909	4,762	853	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	21,500
Venue Rental				500	600	600	1,700	500	(1,200)	600	-	-	-	-	-	1,000	1,500	1,500	6,300
Retail Gift Shop (Net of Cost of Goods Sold)				4,703	5,558	8,123	18,383	23,795	5,413	6,840	10,118	7,695	15,818	15,533	14,108	10,545	7,980	10,973	117,990
Product Licensing				1,473	300	300	2,073	959	(1,114)	3,000	300	300	3,000	300	300	3,000	300	300	12,873
Sub-Total Retail Income Projections				13,076	17,312	24,377	54,765	69,716	14,951	23,795	23,772	25,850	40,672	41,687	36,262	29,400	20,135	26,627	322,963
Public Programming & Exhibits																			
Programs, Tours & Exhibits				10,317	14,672	4,462	29,451	10,327	(19,124)	872	6,866	100,256	9,561	9,561	8,616	872	5,912	4,772	176,740
Education Programs				10,000	10,556	556	21,111	20,936	(175)	6,556	556	556	-	-	556	556	556	556	31,000
Donations & Pledges																			
Unrestricted (General)				50,626	300	37,775	88,701	89,365	664	3,580	100	30,100	100	100	5,080	80	80	2,100	130,021
Restricted				-	-	160,000	160,000	117,743	(42,257)	6,000	-	-	-	-	-	-	-	-	166,000
Legacy Project				20,000			20,000	20,000	-										20,000
Sub-Total Program Income Projections				90,943	25,528	202,793	319,263	258,371	(60,892)	17,008	7,522	130,912	9,661	9,661	14,252	1,508	6,548	7,428	523,761
Total Operational Income Projections				\$ 104,018	\$ 42,840	\$ 227,170	374,028	328,087	(45,941)	\$ 40,802	\$ 31,294	\$ 156,761	\$ 50,333	\$ 51,348	\$ 50,514	\$ 30,907	\$ 26,682	\$ 34,055	\$ 846,724
Projected Expense																			
Retail Operations																			
Gallery Admissions & Programs				15,625	13,717	15,517	44,860			28,692	18,917	13,966	15,617	17,642	15,617	13,742	13,742	13,967	196,765
Retail Gift Shop				10,715	10,641	12,451	33,807			12,291	11,371	11,231	11,461	11,771	11,541	10,626	10,576	11,126	135,800
Sub-Total Retail Expense Projections				26,341	24,358	27,968	78,667	61,804	(16,863)	40,983	30,288	25,196	27,078	29,413	27,158	24,368	24,318	25,093	315,701
Public Programming & Exhibits				10,155	12,537	13,377	36,069	41,935	5,866	15,157	21,487	23,775	19,841	24,681	16,507	14,117	13,872	10,117	195,622
Education Programs				2,750	2,750	2,750	8,250	4,954	(3,296)	3,200	3,200	4,750	-	-	-	2,750	2,750	2,750	27,650
Fundraising Activities				8,300	8,300	7,600	24,200	24,687	487	-	-	-	-	-	-	-	-	-	24,200
Administration Exp (see Donations&Pledges sheet)				6,772	6,167	6,167	19,106	17,780	(1,326)	5,403	15,153	7,103	5,328	5,078	7,078	5,328	5,178	7,178	81,933
Legacy Project						20,000	20,000	14,186	(5,814)	5,814									25,814
Sub-Total Program Expense Projections				27,977	29,754	49,894	107,625	103,542	(4,083)	29,574	39,840	35,628	25,169	29,759	23,585	22,195	21,800	20,045	355,219
Total Operational Projected Expenses				54,318	54,112	77,862	186,292	165,346	(20,946)	70,557	70,128	60,824	52,247	59,172	50,743	46,563	46,118	45,138	670,920
Projected Operational Surplus (Shortfall)				49,700	(11,272)	149,308	187,736	162,741	(24,994)	(29,755)	(38,834)	95,937	(1,914)	(7,824)	(229)	(15,656)	(19,436)	(11,083)	175,804
Rent Contribution & Expense																			
Rent exp. including CAM, Property Taxes				10,691	10,691	25,000	46,382	40,500	(5,882)	90,563			40,000						181,125
Total of All Expenses				65,009	64,803	102,862	232,674	205,846	(26,828)	161,120	70,128	60,824	92,247	59,172	50,743	46,563	46,118	45,138	837,900
Total Inclusive Surplus (Shortfall)				39,009	(21,963)	124,308	141,354	122,241	(19,112)	(120,317)	(38,834)	95,937	(41,914)	(7,824)	(229)	(15,656)	(19,436)	(11,083)	8,824
Cumulative Effect Savings(Loss)				39,009	17,046	141,354				21,036	(17,798)	78,139	36,225	28,401	28,171	12,515	(6,921)	(18,004)	8,824

Notes:	Less Quarter 1 Budget Surplus (Shortfall)																141,354	
	Plus Quarter 1 Actual Results Surplus (shortfall)																122,241	
	Revised Annual Budget Result 2015																(10,288)	

This page (Consolidated Results) is the only page in the budget that acknowledges First Quarter Actual Performance figures.

For this reason, there may be a slight variation between consolidated results and individual summary pages & program budget sheets

The Robert Bateman Centre Budget

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Exhibit Operations

The Robert Bateman Centre

Revised Budget 2015

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Revenue Projections													
Gallery Admissions	6,000	8,500	13,000	11,000	11,000	15,500	19,500	23,500	19,500	12,500	8,000	11,500	159,500
Individual Memberships	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Sub-total General Admissions and memberships	6,400	8,900	13,400	11,400	11,400	15,900	19,900	23,900	19,900	12,900	8,400	11,900	164,300
Fundraising: Local (Corp Membership)		1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	21,500
Venue Rental Income	500	600	600	600						1,000	1,500	1,500	6,300
Sub-total Corp membership & Venue rental	500	2,555	2,555	2,555	1,955	1,955	1,955	1,955	1,955	2,955	3,455	3,455	27,800
Total Budgeted Income	6,900	11,455	15,955	13,955	13,355	17,855	21,855	25,855	21,855	15,855	11,855	15,355	192,100
Operational Expense Projections													
Annual Licensing, Memberships & Subscriptions (CMA, Sumac, Ir	-	-	-	500	50	50	50	1,000	50	50	50	50	1,850
Gallery Salaries	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	7,162	85,946
Staff and Volunteer Training & Appreciation	-	164	164	164	364	164	164	164	164	164	164	364	2,208
Software & Tech Support (Historic & Share of LS Licensing)	300	300	300	300	300	300	300	300	300	300	300	300	3,600
PR & Marketing	2,423	1,550	3,350	7,400	4,700	1,949	3,600	4,650	1,600	1,725	1,725	1,725	36,396
Office Expense	75	75	75	100	75	75	75	100	75	75	75	100	975
Internet	300	300	300	200	100	100	100	100	100	100	100	100	1,900
Hydro	310	310	310	310	310	310	310	310	310	310	310	310	3,720
Telephone	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Gallery Insurance	720	720	720	720	720	720	720	720	720	720	720	720	8,640
Security	53	53	53	53	53	53	53	53	53	53	53	53	630
Exhibit Upkeep	-	-	-	-	2,000	-	-	-	2,000	-	-	-	4,000
Janitorial	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Repairs & Maintenance	300	300	300	9,000	300	300	300	300	300	300	300	300	12,300
Financial Fees: CC Transx & Bank Chgs	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Accounting & Admin expenses	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
Travel & Entertainment													-
Business Devel't	1,200												1,200
Total Budgeted Operational Expenses	15,625	13,717	15,517	28,692	18,917	13,966	15,617	17,642	15,617	13,742	13,742	13,967	196,765
Operational Savings (Loss)	(8,725)	(2,263)	437	(14,738)	(5,563)	3,889	6,237	8,212	6,237	2,112	(1,888)	1,387	(4,665)
Cumulative Effect Savings(Loss)	(8,725)	(10,988)	(10,551)	(25,289)	(30,852)	(26,963)	(20,726)	(12,513)	(6,276)	(4,164)	(6,052)	(4,665)	(4,665)

The Robert Bateman Centre Budget

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Public Programming

Revised Budget 2015

The Robert Bateman Centre

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Revenue Projections													
Admission Fee Recovery													
Exhibit Programs	-	3,800	3,590	6,000		1,750	1,750	1,750	1,750		3,900	3,900	28,190
Public Programming	317	317	317	317	6,311	7,451	6,311	6,311	6,311	317	1,457	317	36,050
Education Programs	10,000	10,556	556	6,556	556	556			556	556	556	556	31,000
Public Funding Grants													-
Gaming Grant						80,000							80,000
Provincial Grants													-
Federal Programs (YCW)						1,500	1,500	1,500					4,500
Other Grants & Program Funding						9,000							9,000
Total Budgeted Income	10,317	14,672	4,462	12,872	6,866	100,256	9,561	9,561	8,616	872	5,912	4,772	188,740
Operational Expense Projections													
Annual Licensing, Memberships & Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Education Program	2,750	2,750	2,750	3,200	3,200	4,750				2,750	2,750	2,750	27,650
Public Program Salaries & Wages	7,032	7,032	7,032	7,032	7,032	10,765	10,765	10,765	7,032	7,032	7,032	7,032	95,582
Program Supplies expenses	5	5	5	5	3,995	4,750	3,995	7,995	7,995	4,005	3,760	5	36,523
Exhibit Expense	-	2,100	1,500		4,500	4,500				1,500	1,500	1,500	17,100
Selling Expense	980	1,960	1,960	2,000	2,000	2,000	2,000	2,000					14,900
Internet for Gallery Programs (50%)	200	200	200	200	200	200	200	200	200	200	200	200	2,400
PR & Marketing (Including Tech Support)	1,938	1,240	2,680	5,920	3,760	1,559	2,880	3,720	1,280	1,380	1,380	1,380	29,117
Total Budgeted Public Programming Expense	12,905	15,287	16,127	18,357	24,687	28,525	19,841	24,681	16,507	16,867	16,622	12,867	223,272
Operational Savings (Loss)	(2,588)	(615)	(11,665)	(5,485)	(17,821)	71,732	(10,280)	(15,120)	(7,891)	(15,995)	(10,710)	(8,095)	(34,532)
Cumulative Effect Savings(Loss)	(2,588)	(3,203)	(14,868)	(20,353)	(38,173)	33,558	23,278	8,158	267	(15,727)	(26,437)	(34,532)	(34,532)

The Robert Bateman Centre Budget

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updated: 11-May-15

Donations, Pledges & Admin

The Robert Bateman Centre

Revised Budget 2015

Income Projections

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Unrestricted Donations & Pledges	50,526			3,500		20,000			5,000			2,000	81,026
Restricted Donations & Pledges			160,000										
Non-Receipted Donations	100	300	300	80	100	100	100	100	80	80	80	100	1,520
Other Income			37,475			10,000							47,475
Total Budgeted Income	50,626	300	197,775	3,580	100	30,100	100	100	5,080	80	80	2,100	130,021

Administrative Expense Projections

Management & Admin Salaries assigned	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	4,353	52,236
Business Development	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Office Expenses	705	100	100	350	100	100	350	100	100	350	200	200	2,755
Utilities (Internet, Hydro, Telephone, Insurance, Secu	800	800	800	100	100	50	25	25	25	25	25	25	2,800
Software & Tech Support (Rich, Microsoft, Quickbool	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Janitorial/Repairs & Bldg Maintenance	314	314	314	-	-	-	-	-	-	-	-	-	942
Shipping & Courier	50	50	50	50	50	50	50	50	50	50	50	50	600
Travel & Entertainment	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Professional Fees: Audit, Legal, Other)					10,000	2,000			2,000			2,000	16,000
Total Budgeted Administrative Expenses	6,772	6,167	6,167	5,403	15,153	7,103	5,328	5,078	7,078	5,328	5,178	7,178	81,933

The Robert Bateman Centre Budget

2015
5 of 5

[Return to Table of Contents](#)
[Return to Consolidated Results](#)
[Go to Public Programming Main Page](#)

Public Programming

Project	Target Program Revenues	Excess Funds over Expenses	Setup Expenses	Advertising	Staffing (added to salaries/ wages)	Supplies	Special exp	total Exp, less staffing
Community Outreach	-	(63)	63	-	720	-	-	63
Corks & Canvas	29,970	10,020	1,800	-	1,950	4,650	13,500	19,950
Group Tours	3,800	3,800	-	-	1,160	-	-	-
Art & Nature	2,280	770	-	-	110	-	1,510	1,510
Living Walls	-	-	-	-	-	-	-	-
Totals	36,050	14,527	1,863	-	3,940	4,650	15,010	21,523

ongoing
May through Sept
ongoing
50/50 in June & November

Note: The difference between totals in this worksheet summary and Public Programming & Exhibits Budget Summary is due to \$15,000 anticipated expense for new program approved May 8, 2015, "Living Walls".



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Threshold Housing Society

Mailing Address: 900 Vancouver Street, Victoria, BC, V8V 3V7

Contact Person: Mark Muldoon Email: admin@thresholdhousing.ca

Telephone: 250-383-8830 Website: thresholdhousing.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-26033

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 876673369R0001

Organization mission/mandate

Our Vision: – Greater Victoria's at-risk youth confidently fulfilling their potential.

Our Mission: - Threshold Housing Society helps at-risk youth attain self-reliance through long-term supportive transitional housing.

Our Mandate: - To offer safe, supportive, transitional housing for at-risk youth, and to facilitate access to opportunities for residents to enhance skills, develop self-sufficiency, contribute to their community, and to prevent the possibility of homelessness.

Brief history and role in benefitting residents of Greater Victoria

The Threshold Housing Society has been operating in the City of Victoria since 1992. It has housed approximately 400 at-risk youth of becoming homeless. The Society offers different housing options to youth depending on an individual's needs. Each housing program has a specific supervisory regime and a life-skill component. The Society receives about 140 referrals/year with about 30 beds or units available at any one time. As mentioned, one of Threshold's important roles in the community is to prevent youth from falling into adult homelessness and chronic poverty.

How many paid staff at organization? Full Time: **6** Part Time: **5**

How many volunteer staff at organization? **4** Total volunteer hours: **100**



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$637,300

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
MCFD	\$95,000	Semi-independent Housing Program Supervision and program costs
BC Housing 1	\$7,917	Housing maintenance costs
BC Housing 2	\$181,500	<i>Rent Supplements</i> for SHY Program and 1 Supervisor
Donations (2014-5)	\$97,864	SHY Programming/Life Skills/Weekend Supervisors
Grant Revenue (2014-15)	\$68,722	SHY Programming/Life Skills/Weekend Supervisors
Rental Income (2014-15)	\$86,584	Admin/Promotion/fundraising – Weekend & After-Hours Staff
Investment & Other Income (2014-15)	\$20,000	Insurance, taxes, property management

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Safe Housing for Youth Program (SHY)

Brief description of the project or program and why the grant is needed.

The summary of the 2015 report, "Youth Pathways: In and Out of Homelessness in the Capital Region by the Greater Victoria Coalition to End Homelessness, calls youth homelessness in the region "a crisis" with the picture being especially dire for youth 19 to 24. This accords with the federal picture that youth between 16 and 24 are the fastest growing segment of the homeless population nationally. Threshold Housing Society's Safe Housing for Youth (SHY) Program houses youth at risk of becoming homeless between the ages of 16 and 24. Using a scattered housing model, Threshold finds and leases appropriate rental units in the Victoria region for youth who are assessed as being able to live alone. Such units are found by working with both subsidized housing providers and market-value landlords.

Our referral sources are varied with many youth coming through the BC Ministry of Children and Family Development, various First Nations child and family agencies, high-school counsellors, youth-outreach agencies in the community, parents and self-referrals.

Of all agencies operating in the City of Victoria, Threshold is the only one that houses youth between 16 and up to 24 in order to catch the large number of youth who age out of foster care. Recent BC statistics show that 40-45% of youth in care end up on the street in two years after being aged out on their 19th birthday.

The need for this grant is to assist the SHY program in increasing its capacity to house more youth by 12 in the coming year. The success of this program is based on supervision of youth who may have little experience living independently and the life-skills to do so. This is why 56% of the requested funding will go toward supervision and life-skills. While BC Housing has supplied funding for rent supplements, the housed-youth cannot be left without supervision and programming.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Does this project or program impact public space? ☒ Yes ☐ No

Youth that do not find adequate housing often choose the simplest option which would be public spaces like parks.

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

In three specific areas of the Strategic Plan (Objectives 2, 6, 7), youth are identified as being of significance importance with regard to engagement and housing. Of these two youth priorities, housing is primary since positive youth engagement cannot take place until a youth feels safe and has the basis from which to connect with the community.

Objective 6: Make Victoria More Affordable – calls for increasing the range of affordable housing for youth. This is an important objective in that any municipality that attempts to combat homelessness must take concrete steps to prevent it from happening which means addressing youth homelessness. Many municipalities have already forged plans to end youth homelessness by a certain year as part of a larger strategy to either lower or eradicate adult homelessness. The SHY program is designed to find willing landlord partners to help Threshold Housing find suitable units for youth able to live independent but with support.

Objective 7: Facilitate Social Inclusion and Community Wellness – several actions and outcomes deal with ending chronic homelessness and increasing low-cost housing. This is also a central objective of the SHY program. At-risk youth are a marginalized segment of our community that are both invisible and voiceless. A community cannot be “well” when this many youth are living precariously as they are and yet expected to be a contributing member of the community. Safe Housing, mentoring, and life-skills as provided by SHY give at-risk youth the opportunity to avoid homelessness, criminal involvement, and being a burden on social systems.

Objective 2: Engage and Empower the Community – all youth are a vital component of our community that bring energy, ideas and vision to bear upon the common good. At-risk youth have energy, ideas and vision too, regardless of their difficult pasts. Being homeless or precariously-housed marginalizes people and hence they feel disengaged from their friends, neighbourhood, and city. Safe housing is the key factor in making a marginalized person part of the community; it takes an address, a telephone number, and neighbours. In giving such opportunities today to vulnerable youth, the community will thrive tomorrow.



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How many will benefit from the project or program? 30-40 at-risk youth Percentage of Greater Victoria Residents?* _____%

* this is a difficult question to answer if the "social fall-out" of homeless youth is taken into account and the general impact on pedestrians, shop-owners, the police, social workers, hospital workers etc.

Who is your target audience? Unaccompanied youth leaving foster care; youth under MCFD care, youth experiencing homelessness due to abandonment, abuse or escaping negative environments.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application. *see the attached budget below*

What is the project or program: Total Cost: \$157,454 Amount Requested: \$12,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$14,314

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount
BC Housing	Heidi Hartman	250-978-2923	\$70,000 (Supervisory Position only) (C)

☐ Grants

Organization Name	Contact Person	Phone Number	Amount
TELUS	Kathy Baan	250.388.8150	\$10,000 (C)
Coast Capital Savings	Maureen Young	250-483-8779	\$20,000 (C)
Victoria Foundation	Carol Hall	250.381.5532	\$10,640 (Uc)
Vandekerkhove Foundation	n/a	alacanastu@aktiv.com	\$20,000 (Uc)

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Threshold Housing Society	Mark Muldoon	250-383-8830	\$14,314

Grand Total of Other Funding Sources \$ 144,954



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

In the coming year, The SHY program hopes to house at least 12 more at-risk youth. If the necessary funding is not achieved, the program will simply be unable to house as many youth at risk of becoming homeless in the Victoria. The result is that youth at risk of becoming homeless will have to find alternative options to the safe housing the SHY program provides. The fact that Victoria suffers from a very low vacancy rate for affordable units and there is a growing number of youth in need, the risk factor for youth to fall into poverty and eventually homelessness increases.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: July 31, 2016

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
August 1 – October 2015	Search for appropriate housing rental opportunities
November 1, 2015 - January 31, 2016	Orientation of youth to transitional housing and assessing needs
February 1 to April 30, 2016	Life-skills building and programming through external agencies
May 1 to July 31, 2016	Assessment of stabilization in transitional housing and re-assessment of needs

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5-6 Total volunteer hours required: 100

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other - Promotional Print material | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Executive Director

Name: Mark Muldoon

Date: June 22, 2015

Threshold SHY Program Expenditures 2015-2016	Expenses	Amount Requested from City of Victoria	Amount from other Sources	Project Expenditures Total
Staffing				
<u>SHY Program Supervisor:</u> 1 FTE \$22/hrx37.5hrs/wkx52wks <u>Supervisor & Life-Skills Facilitator:</u> 1 FTE \$22/hrx37.5hrs/wkx52wks <u>Supervisor:</u> 1PTE \$20/hrx20/wk/52wks	\$ 106,600	\$ 7,000	Coast Capital Grant (confirmed): \$20,000 Victoria Foundation: (unconfirmed): \$8,440 BC Housing (confirmed): \$70,000 * Telus Community Grant (confirmed) \$1,160	\$ 106,600
Transportation				
<u>Mileage</u> 2 x \$100/monthx12months=\$2,400 1 x \$60/monthx12months=\$720	\$ 3,120	\$ -	Telus Community Grant (confirmed): \$3,120	\$ 3,120
Equipment				
<u>Initial set-up of units for youth</u> 12x\$150ea = \$1,800 <u>3 cell phones charges; 12x\$70 = \$2,520</u> <u>Office equipment:</u> \$1,500 <u>Evaluation software:</u> \$500 <u>Promotion:</u> \$900	\$ 7,220	\$ 1,500	Telus Community Grant (confirmed): \$5,720	\$ 7,220
Rent/Utilities/other				
Youth Crisis Fund	\$ 7,000	\$ -	Victoria Foundation: (unconfirmed): \$2,200	
Office rental and life-skills work-space	\$ 19,200	\$ 4,000	Vanderkerkove (unconfirmed): \$20,000.	\$ 26,200
Subtotal:	\$ 143,140	\$ 12,500		\$ 143,140
Administrative costs10%	\$ 14,314	\$ -	Individual Donations (confirmed) \$14,314	\$ 14,314
TOTAL:	\$ 157,454	\$ 12,500		\$ 157,454

* Does not include rent supplements provided to market value landlords through BC Housing *Homeless Prevention Program*

Canada Revenue Agency
Agence du revenu
du Canada

Canada

[Charities and Giving](#) > [Charities Listings](#) > Search

Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

THRESHOLD HOUSING SOCIETY

BN/Registration Number: 876673369RR0001

Charity status: Registered

Effective date of status: 1997-04-01

Sanction: N/A

Language of Correspondence: English

Designation Description: Charitable organization

Charity type: Welfare

Category: Welfare Organizations - not elsewhere classified

Address: 900 VANCOUVER ST.

City: VICTORIA

Province/Territory/Other: BRITISH COLUMBIA

Country: CA

Postal code/Zip code: V8V3V7

Charity Email Address: ADMIN@THRESHOLDHOUSING.CA

Charity Web site Address: WWW.THRESHOLDHOUSING.CA

Registered Charity Information Return: [T3010 Return](#)

Links to Web sites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-GoC sites that are not subject to the *Official Languages Act* and to which the CRA links, may be available only in the language(s) used by the sites in question.

[New search](#)

Date Modified: 2014-07-30

2014 Annual Report

Incorporation Number: S-0026033

THRESHOLD HOUSING SOCIETY
900 VANCOUVER STREET
VICTORIA BC V8V 3V7

FILE ONLINE NOW



To file your BC Society Annual Report immediately, go to:

www.bcregistryservices.gov.bc.ca

and use **ACCESS CODE: 133464420.**



Complete this section if submitting by mail.

Annual Reports submitted by mail may take up to eight weeks to be filed.

PLEASE PRINT CLEARLY.

1. Annual General Meeting Date

Date your Annual General Meeting was held: 2014 09 27
(YYYY/MM/DD)

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.
NO MEETING HELD cannot be submitted for the current year until the year is over.

2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates

Physical Address Required. (Post Office Box alone will not be accepted.)

900 VANCOUVER STREET, VICTORIA BC V8V 3V7

Mailing Address (If different from physical address)

900 VANCOUVER STREET, VICTORIA BC V8V 3V7

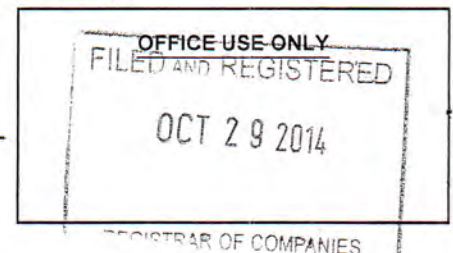
Enter new physical address if it has changed.

Enter new mailing address if it has changed.

3. Society Email Address

admin@thresholdhousing.ca

Update email address if it has changed. Email address may be used as a contact for this form.



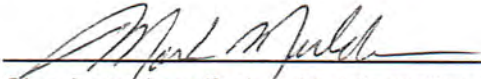
Society Directors

- Directors listed below cannot be changed if no meeting was held.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Anholt	Dennis	1926 WOODLEY RD, VICTORIA BC	V8P 1K3
Barry	Linda	924A RICHMOND AV, VICTORIA BC	V8X 3Z3
Dhillon	Sean	1105 - 242 MARY ST, VICTORIA BC	V9A 3V9
Fjeldstad	Noraye	659 BAXTER AVENUE, VICTORIA BC	V8Z 2H1
Horner	Shannon	616 PINE ST, VICTORIA BC	V9A 2Z8
Lefsrud	David	4222 LYNNFIELD CRES, VICTORIA BC	V8N 5C7
Linguanti	Frances	402 - 1037 RICHARDSON ST, VICTORIA BC	V8V 3C6
Mcleod	Scott	640 GRIFFITHS STREET, VICTORIA BC	V9A 3E2
Shepherd	Michael	1650 SHERIDAN AVE, VICTORIA BC	V8P 3B3
Vandyke	Pieta	1105 - 620 TORONTO ST, VICTORIA BC	V8V 1P7



5. Signature


Sign here. I certify that this information is accurate and complete.

2014 10 02
Date Signed (YYYY/MM/DD)

6. Return Form and Fee to BC Registry Services

Mailing Address:

PO Box 9431 Stn Prov Govt, Victoria BC, V8W 9V3

Physical Address:

2nd floor, 940 Blanshard Street, Victoria BC, V8W 3E6

Questions? Call 1 877 526-1526

Need help completing this form? Go to www.bcregistryservices.gov.bc.ca for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation number S-0026033 on the cheque.

☒ Checklist if Submitting by Mail:

- ☐ \$25.00 Annual Report filing fee included.
- ☐ \$15.00 An additional fee is required if address updated within section 2, for a total fee of \$40.00.
- ☐ All data provided: Annual General Meeting date. Registered office address and director updates made if required.
- ☐ Form signed.



BC Registry
Services

SOCIETY
NOTICE OF CHANGES IN DIRECTORS
OTHER THAN AT AN
ANNUAL GENERAL MEETING
Section 24 SOCIETY ACT Form 7

Filing Fee: \$15.00.

Telephone: 1 877 526-1526

Mailing Address: PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street
Victoria BC V8W 3E6

INSTRUCTIONS:

1. Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard. Attach an additional sheet if more space is required.
2. In Box A, enter the exact name of the society as shown on the Certificate of Incorporation or Change of Name.
3. In Box B, enter the Incorporation Number. This number is shown on the top right-hand corner of the Certificate of Incorporation.
4. In Box C, enter the date of change of directors.
5. In Box D, enter the last name, first name, and any initials of the new directors as appointed. Enter the residential address. The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the director.
6. In Box E enter the last name, first name and any initials of the persons who have ceased to be directors.
7. If changes occurred on more than one date, you must complete a separate Notice of Changes in Directors form for each date.
8. An individual who has ceased being a director cannot sign this form.
9. **Filing Fee: \$15.00.** Submit this form with a cheque or money order payable to the Minister of Finance.

B CERTIFICATE OF INCORPORATION NUMBER

S-26033

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FOIPPA) - Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

A FULL NAME OF SOCIETY

Threshold Housing Society

C DATE OF CHANGE OF DIRECTORS

YYYY / MM / DD

2014/09/27

D Full names of new directors appointed:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)	RESIDENTIAL ADDRESS (INCLUDE POSTAL CODE)
Martin	Carol	1874 Hillcrest Ave, Victoria, BC V8N 6C9
Denley	Julia	2810 Somass Drive Victoria BC

E Full names of persons who have ceased to be directors:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)
Hoffman	Joan
Horner	Shannon

F CERTIFIED CORRECT - I have read this form and found it to be correct.

Signature of a current Director, Officer, or Society Solicitor

[Signature]

DATE SIGNED

YYYY MM DD
2014 11 18

BEG 775 / Rev. 2013 / 11 / 01

REGISTRIES
940 BLANSHARD ST V8W3E6
VICTORIA BC
22108399

11-18-2014 11:44:13
Acct # 11111111111111111111 C
Exp Date 11/11 Card Type MC
Name: MARK S MULDOON
A0000000041010 MASTERCARD

Trace # 120001
FS2210839901
Auth # 018575 RRN 001597001

Total \$15.00

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy



Threshold Housing Society 2014 Annual Report

Saturday, September 27, 2014, 2:00pm
Saint John the Divine, Lower Lounge

AGENDA

General Welcome to Members and Guests - *Dennis Anholt, President*

Welcome to the Honourable Judge Ted Hughes - *Michael Shepherd, Director*

An informal chat on the State of Children and Youth in Care across the Country with an Emphasis on the Over-Representation of Aboriginal Children – *Judge Ted Hughes*

Social interlude: woodwind trio from the Greater Victoria Youth Orchestra –
Thomas Law on flute; Patrick Conley on oboe; Eric Boulter on bassoon

AGM Business

Confirmation of Quorum

Approval of Agenda

Approval of 2013 AGM Minutes

President's Report – *Dennis Anholt*

Questions and Discussion

Treasurer's Report – *Linda Barry*

Questions and Discussion

Executive Director's Report – *Mark Muldoon*

Questions and Discussion

Other Business

Election of Directors
Appointment of Auditor
Approval of 2014-2015 Minutes

Adjournment



CHARTERED
ACCOUNTANTS

Independent Auditor's Report

To: The Members of of Threshold Housing Society

Report on Financial Statements

We have audited the accompanying financial statements of Threshold Housing Society, which comprise the statement of financial position as at March 31, 2014 and the statements of operations and changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Threshold Housing Society as at March 31, 2014 and the results of its operations and changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matters

The comparative figures for the year ended March 31, 2014 are unaudited.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Chartered Accountants

Victoria, BC
September 10, 2014

202-4430 CHATTERTON WAY, VICTORIA, BC V8X 5J2 | T 250.220.7311 | F 250.479.2124 | WWW.DDWICA.CO

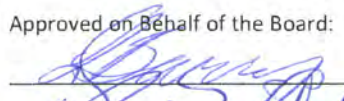
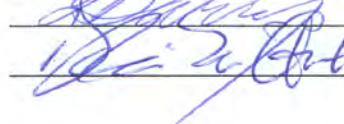
MICHAEL DICKSON, BCom CA | JAS DUSANJ, BCom CA | RYAN WIRK, BCom CA | Incorporated Partners

Threshold Housing Society**Statement of Financial Position**

As at March 31, 2014 with comparative figures for 2013

	2014 \$	(Unaudited) 2013 \$
Assets		
Cash	203,377	132,235
Investments (Note 3)	161,131	152,354
Accounts receivable	544,188	2,695
Government remittances receivable	2,089	2,176
Prepaid expenses	3,308	3,167
Land and building (Note 4)	-	553,850
Dr. Ferguson Trust (Note 5)	78,561	66,165
St. Francis Bursary Fund (Note 5)	112,562	94,809
Total assets	1,105,216	1,007,451
Liabilities		
Payables and other liabilities	8,820	3,966
Deferred grant revenue (Note 6)	-	1,000
Total liabilities	8,820	4,966
Net Assets		
Invested in land and building (Note 7)	-	553,850
Externally restricted funds (Note 5)	191,123	160,974
Contingency fund	80,000	80,000
Unrestricted	825,273	207,661
Total net assets	1,096,396	1,002,485
Total liabilities and net assets	1,105,216	1,007,451

Approved on Behalf of the Board:

 Director
 Director

The accompanying notes are an integral part of these financial statements

Threshold Housing Society**Statement of Operations**

Year ended March 31, 2014 with comparative figures for 2013

	2014	(Unaudited) 2013
	\$	\$
Revenue		
Donations	55,092	52,401
BC Housing	5,520	5,520
Ministry of Children & Family Development	95,036	95,036
Grants	144,735	74,235
Fundraising	7,153	4,380
Investment revenue	12,643	22,863
Rental income	29,709	32,225
Unrealized gain on investments	38,867	7,891
(Loss) on disposal of land and building	(2,430)	-
Westall House rental income	18,024	38,025
SHY program rental income	50,522	16,200
Bequests	14,614	45,000
Other revenue	26,533	1,818
	<u>496,018</u>	<u>395,594</u>
Expenses		
Accounting and legal	6,898	5,489
Advertising and promotion	1,926	3,152
Amortization	7,087	7,383
Conferences and workshops	1,550	626
Dues and memberships	215	245
Fundraising	558	499
House repairs and maintenance	5,789	2,102
House salaries and benefits	181,200	139,588
House supplies	3,341	2,365
House utilities	11,484	4,183
Insurance	6,572	3,551
Life Skills Program	5,916	4,201
Office rent	3,337	1,750
Office supplies	3,153	2,224
Salaries and benefits - administration	79,454	71,621
SHY expenses	59,734	17,029
Telephone and fax	4,144	3,455
Travel and meetings	3,194	3,160
Westall house expenses	16,555	16,914
	<u>402,107</u>	<u>289,537</u>
Excess revenue over expenses for the year	<u><u>93,911</u></u>	<u><u>106,057</u></u>

The accompanying notes are an integral part of these financial statements

Janet Hawkins

From: Mark Muldoon <admin@thresholdhousing.ca>
Sent: Friday, Jul 17, 2015 2:30 PM
To: Public Hearings
Subject: RE: Threshold Response_2015 Strategic Grant Question regarding submission to Victoria Council

Hi Christine,

Here is the response to the Special GPC meeting question below:

Q: Clarify the August 1, 2015 milestone to search for appropriate rental opportunities; does that mean private sector landlords? More detail is needed.

A: One of the 2015-16 milestones is to house at least 12 more at-risk youth in the Safe Housing for Youth (SHY) program for up to 24 months as we ready them for independence. Given our funding stream with BC Housing for rent supplements, Threshold must seek leasing agreements with market-value (private-sector) landlords in the city. Our specifications for units is high in the sense that we must ensure safety, cleanliness and landlord integrity. We are happy to be working with [Landlord BC](#). This month, we have already made leasing arrangements for 2 units with AGB Properties in the James Bay area. The SHY program holds leasing arrangements with various subsidized housing providers in the area, but sadly provincial rent supplements are not applicable for such units.

If the above response is not clear, and requires further clarification, please do not hesitate to contact me at once.

Kindest regards,
Mark

Mark Muldoon
Executive Director
Threshold Housing Society
250-383-8830
admin@thresholdhousing.ca
www.thresholdhousing.ca



Threshold Housing Society - Youth achieving independence through safe, supportive housing solutions

Note: This message is intended only for the use of the individual or entity to whom it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone (250-383-8830) or electronically by return message, and delete or destroy all copies of this communication. Thank you.

From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July 16, 2015 3:53 PM
To: 'admin@thresholdhousing.ca'
Subject: Question regarding your grant submission to Victoria Council

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Threshold Housing Society

1. Clarify the August 1, 2015 milestone to search for appropriate rental opportunities; does that mean private sector landlords? More detail is needed.

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22**.

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 F 250.361.0348





1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Umbrella Society for Addictions and Mental Health
Mailing Address: 901 Kings Road Victoria, BC V8T 1W5
Contact Person: Gordon Harper Email: Gordon@umbrellasociety.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? x Yes ☐ No Society Registration Number: S-42356
Are you a registered Charity? x Yes ☐ No Charity Registration Number: BN 861867190 RR0001
Organization mission/mandate

Umbrella actively promotes understanding, acceptance and support for people affected by addiction and mental health issues through advocacy, education and other assistance.

Brief history and role in benefitting residents of Greater Victoria

Umbrella provides a range of timely supports to anyone for whom substance use has become a problem. We offer a no barrier program; accessible, inclusive and non-judgmental. Help is offered to everyone who seeks assistance, regardless of age, circumstance, background and any other demographic factor. Each year, Umbrella serves over 700 new clients seeking support for their own substance use, along with a significant number who first sought help during previous periods. Umbrella also helps family members

How many paid staff at organization? Full Time: 5 Part Time: 3
How many volunteer staff at organization? 2 Total volunteer hours: 8-12 hours weekly

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? Fiscal year ending December 31st, 2014, \$335,000

What other sources of funding do you receive and how is it used? Please see attached notes to budget

Source	Total Funding	Use
Island Health	\$82,000	Outreach Program (primarily wages, mileage)
United Way	\$85,000	Outreach Program (primarily wages, mileage)
BC Gaming	\$55,000	Outreach Program (primarily wages, mileage)
Children's Health Foundation	\$25,000	Outreach Program (primarily wages, mileage)
TELUS Community Fund	\$20,000	Outreach Program (primarily wages, mileage)



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Supportive Recovery Program

Brief description of the project or program and why the grant is needed.

On April 1, 2015, Umbrella assumed operation of Foundation House, an eleven bed supportive recovery house for men, located in Victoria. One of the many challenges faced by people in early recovery is finding a safe and supportive environment in which to live. Housing costs are high in Greater Victoria, and there is a very real shortage of affordable housing, especially housing that is free from drug use, disruption and violence. One solution to this problem is supportive recovery housing, staffed to ensure that the residents remain safe and focused on their individual recovery journeys. Umbrella staff immediately identified improvements to the streetscape that would benefit the neighborhood, along with opportunities for learning and community connection. We plan to replace the utilitarian but damaged chain link fence with an attractive gated fence around the perimeter of the house, plant grass in the backyard, and build raised garden beds in which the residents can grow herbs and vegetables. It's important that the men become aware of food security issues as they plant, nurture, and eat food that they have grown with their own hands. Umbrella recognizes the importance of connection with people, nature and animals. Residents recently adopted an abused rescue dog from a high kill shelter; dog and men have helped each other to recover. Cali is now an integral part of the house and has bonded with residents, staff and the neighbours. We're amazed at the benefits from this connection, and wish to provide a grassed, fenced area for her.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empower the Community: At any given moment, 30 to 40% of Foundation House residents are First Nations. Residents live in a supportive communal environment, sharing chores, cooking and eating meals together. There is a sense of community and belonging among the men as they work toward a common goal: sobriety and recovery. The garden project would empower the residents and lead others toward beginning starting community gardens or food share systems. Facilitate Social Inclusion and Community Wellness: The improved streetscape will contribute to an increased sense of community. Therapeutic benefits of gardening are well known, and the garden project will enhance the quality of life and improve the health of house residents. Foundation House itself addresses, in some small way, issues of chronic homelessness faced by the City of Victoria. Enhance and Steward Public Spaces, Green Spaces and Food Systems: This project will achieve the stated objective of increased food cultivation on private land, and inspire others to increase green space and explore the potential of a community garden in the future.



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

How many will benefit from the project or program? 11 residents at any given moment, up to 40 people annually

Percentage of Greater Victoria Residents? <1%

Who is your target audience? Men who are working hard to recover from substance use issues, neighbours, and the larger community

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$14,000 Amount Requested \$11,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$1600 plus staff time of an additional \$1400

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Umbrella Society	Gordon Harper	250.217.0355	\$1400

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
Donations from generous community members	Gordon Harper	250.217.0355	\$1600

Grand Total of Other Funding Sources \$ 3000

Partial funding may be available. Will the project occur without full funding by the grant? x Yes ☐ No



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Depending upon the level of partial funding available, we would select elements of our project, as we would not be able to complete all of them.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1 To: August 31

Project or program location: 512 Cecelia Road – Foundation House

Project or program timeline and major milestones.

Date	Milestone
July 23	Receive grant notification
July 24-30	Measure, order and purchase supplies
August 1	Begin building fence and prepping grass area
August 15	Complete grass portion
August 16	Begin vegetable garden
August 31	Fence, garden and grass are all complete

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 11 Total volunteer hours required: 40

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

Signature: _____

Gordon Harper

Position: _____

Executive Director

Name: _____

Gordon Harper

Date: _____

25 June 2015

Cost to Install a Wood Privacy Fence June 25th 2015**Wood Privacy Fence Installation with Garbage bin closure and gate.**250
Linear
Feet

Item	Quantity	High
Wood Privacy Fencing Cost	265 linear feet	\$4,045.80
Non-discounted retail cost for common, mid-grade wood fence. Quantity includes typical waste overage, sufficient material for future repairs and delivery within 25 miles		
Wood Privacy Fencing Labor	65.8 hrs	\$2,529.90
Direct labor expenses to install wood privacy fence and garbage bin enclosed area with gate. Includes planning, job equipment and material acquisition, area preparation, setup and cleanup and removal and disposing of the old fence.		
Wood Privacy Fencing Job Materials and Supplies	250 linear feet	\$392.38
Cost of supplies that may be required to install wood privacy fence including: fasteners, post concrete and connectors.		
Wood Privacy Fencing Equipment Allowance		\$100.50
Job related costs of specialty equipment used for job quality and efficiency, including: 8" diameter post hole auger, 12" miter saw, pneumatic nailer and portable concrete mixer.		
Totals - Cost to Install Wood Privacy Fence - 250 linear feet		\$7,068.58
Average Cost Per Linear Foot		\$28.27

Estimate for 4 raised Vegetable Garden Beds

1- Raised Cedar Garden Beds with Trellis: 34"x95"x80" - 10"D Lumber, screws and wiring \$450.00

4 Raised Garden Beds @ \$450.00 = \$1800.00

4 Yards of 50/50 Mix Screened Topsoil & Organic Compost = \$ 274.05

Cost of assorted vegetables planted \$435.00

- Tomatoes—5 plants staked
- Zucchini squash—4 plants
- Peppers—6 plants
- Cabbage
- Bush beans
- Lettuce, leaf and/or Bibb
- Beets
- Carrots
- Chard
- Radishes
- Corn
- Beans
- Marigolds to discourage rabbits!

16 hours of labor @ \$28.00 x 2 per hour = \$896.00

Delivery = \$138.00

Total including materials, labour and delivery = \$3543.05

Item	Quantity	
Sod Cost	548 square feet	\$335.16
Non-discounted retail cost for common, mid-grade lawn sod. Quantity includes typical waste overage, sufficient material for future repairs and delivery within 25 miles		
Sod Labor	13.7 hrs	\$1,203.85
Direct labor expenses to install sod. Includes planning, job equipment and material acquisition, area preparation, setup and cleanup.		
Sod Job Materials and Supplies	500 square feet	\$22.61
Cost of supplies that may be required to install sod including: soil amendments and planting fertilizers.		
Sod Equipment Allowance		\$58.50
Job related costs of specialty equipment used for job quality and efficiency, including: power rototiller, walk behind sod roller, landscaping rake, and wheel barrow(s)..		
<hr/>		
Totals - Cost to Install Sod - 500 square feet		\$1,620.12
Average Cost Per Square Foot		\$2.95

Umbrella Society for Addictions and Mental Health

1. Provide clarity regarding the raising of the house and did this renovation provide the six new rooms?

To the best of our knowledge, the house was renovated five or six years ago by the owners, the previous operators. We don't really know if the previous basement was more than a crawl space. We do know that raising the house did provide the space for six bedrooms, two shower/bathrooms, and a laundry room. Also included in the renovation was a new electrical service, on-demand hot water and a new furnace, along with some seismic upgrading - the structure is now bolted to the foundation.

2. Will the labour required for the new fencing and other garden construction be resourced through residents of the home?

Some residents work full-time, and some are attending school full-time, but there is interest among some of the remaining residents in taking part in the project. There are strong ethical considerations at play here, so if residents are employed on the project, their compensation will be at close to market rate, and WorkSafeBC premiums will be paid on their behalf.

There is a substantial waiting list to get into Foundation House. We do not wish to have to address the perception that those selected to be residents had somehow been coerced into doing more than the most very basic of household chores as a condition of their tenancy.

3. Have you investigated whether the materials and supplies required for the construction can be donated?

We have not begun to explore that idea yet, but we do commit to doing so if our request for funding is successful. Whether or not a building supply centre will provide anything at no cost remains to be seen, but we expect that we can access a substantially discounted contractor's rate.



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street, Victoria BC V8V 3N4

Contact Person: Jane Butler McGregor, CEO

Email: butlermcgregor@vcm.bc.ca

Telephone: 250 386 5311

Website: www.vcm.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S6880

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 108172255

Organization mission/mandate

The VCM's mission is "to enrich lives through music in a thriving community accessible to all" and it realizes it through five primary program streams: Community schools, Post-Secondary School, Summer Schools, Music Therapy program, and Public Performance activities.

Brief history and role in benefitting residents of Greater Victoria

Founded in 1964, the VCM is among the largest federally registered charities in Victoria reaching 4,500 students and 44,000 concert patrons each year providing social, cultural and economic benefits to the community. A main artistic institution, the VCM uniquely reaches a broad range of people of all backgrounds: from 4 months of age to seniors, beginning students to those who aspire to a professional career, the musically gifted as well as those with developmental or physical challenges. As well, VCM's Alix Goolden Performance Hall was voted Victoria's Top Live Music Venue in Monday Magazine's 12th Annual M Awards.

How many paid staff at organization? Full Time: 55

Part Time: 159

How many volunteer staff at organization? 200

Total volunteer hours: 2,200

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$4,658,517

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Tuition Revenue	\$2,766,850	Operating – payroll, maintenance, utilities, etc.
Other Revenue	\$61,590	Operating – payroll, maintenance, utilities, etc.
Events Revenues (Rentals, concerts)	\$222,815	Operating – payroll, maintenance, utilities, etc.
Sub-Leases Revenues	\$60,408	Operating – payroll, maintenance, utilities, etc.
Fundraising – donations, grants, government funding, events, sponsorships	\$1,276,320	Operating – payroll, maintenance, utilities, etc.

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



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Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Building Profile and Identity – a VCM Signage Project

Brief description of the project or program and why the grant is needed.

Located in the heart of downtown, the VCM's facility is bordered by Pandora Avenue, Quadra Street and Johnson Street. This highly visible and active location has tremendous potential to significantly increase the profile and identity of the VCM through the addition of professional and visible signage capable of showcasing and promoting the over 240 performances/productions that take place at the VCM each year. The Strategic Plan Grant will be used to install a VCM branded, single-sided one colour LED message centre sign in front of our designated heritage site at the corner of Pandora Avenue and Quadra Street. The sign will prominently identify the facility as the home of the VCM and will have the capacity to display messages that will greatly enhance the VCM's marketing efforts while allowing the VCM to showcase to a broader audience:

- the many performances that take place by both students, faculty and local, national and international musicians
- fundraising events and activities, free community concerts and other special events to support the VCM community
- externally-based performances, productions and events that take place through the VCM's External Facility Rental Program helping the VCM to increase client profiles and to support their marketing efforts.

In addition, the installation of highly visible and communication-based signage along the corner of Pandora Avenue and Quadra Street is an instrumental step towards the revitalization efforts taking place along Pandora Avenue between Quadra and Vancouver Streets.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| X Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 2 – Engage and Empower the Community (directly related to the 2017 Outcomes)

The VCM is an active member of the 900 Pandora Neighbourhood Group that is actively working to revitalize the Pandora/Quadra Street area. With the addition of improved VCM signage on Pandora Avenue and Quadra Street, residents and businesses in the area will experience a greater sense of pride for their neighbourhood helping to empower them and encourage continuing efforts to improve upon the overall vitality of the area.

Objective 5 – Create prosperity through Economic Development (directly related to the 2017 Outcomes)

The VCM is one of Victoria's premier art centers attracting close to 50,000 people to the downtown core each year, many of which utilize City of Victoria parking services, visit local retailers and restaurants, and also use other services in the area, all of which contribute dramatically towards the economic wellbeing and prosperity within the downtown area. With the addition of effective and well-positioned signage, the VCM anticipates greater numbers of audience members and higher enrollment within the VCM Community and Post-Secondary Schools helping to drive greater numbers of residents and visitors to the vibrant downtown core.

Objective 10 – Nurture Our Arts, Culture and Learning Capital (directly related to the 2018 Outcomes)

City of Victoria support for the VCM through signage funding will nurture and contribute to the overall vibrancy of the arts within the downtown core while creating a more positive presence in the Pandora and Quadra area – an area frequented by people dealing with drug addictions, mental illness and homelessness.

How many will benefit from the project or program? At least 50,000 Percentage of Greater Victoria Residents? 90 – 95 %

Who is your target audience? Neighbourhood residents/businesses; members of the community interested in music education & performances.



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Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$13,500 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 3,500

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
VCM's Designated Bldg Fund	Chris Kask, CFO	250-386-5311	3,500

Grand Total of Other Funding Sources \$ 3,500

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without full funding of this project will not be able to proceed as the VCM is undertaking a number of other infrastructure projects over the next 2 years in order to maintain its heritage building and protect/secure its overall facility to ensure it is a safe place for all who attend VCM programs, performances and events.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: July 31, 2016

Project or program location: At Quadra Street and Pandora Street

Project or program timeline and major milestones.

Date	Milestone
August 1, 2015	Seek and secure signage providers; work with consultants to design signage
August 1, 2015	Seek City of Victoria guidance re: signage requirements and necessary permits
September 15, 2015	Order all signage according to City of Victoria requirements
September 30 – November 30, 2015	Install signage at the corner of Pandora/Quadra
April 1 to July 31, 2016	Final stage – establish electrical connections via the VCM facility in conjunction with another VCM exterior infrastructure project that involves electrical connections and hook ups.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT


All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other: Logo recognition in VCM Presents Concert programs | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: CEO

Name: Jane Butler McGregor

Date: June 26, 2015

Project Expenses	Amount
Engineering & Design Consultant Fees	\$ 1,500
Signage for Pandora/Quadra (2'x7' single sided one color LED message centre)	\$ 7,900
Sign permit	\$ 100
Electrical 120v connection	\$ 2,000
Building Director/Marketing Director/Administrative salaries	\$ 2,000
Total Project Costs	\$ 13,500

Janet Hawkins

From: Chris Kask <Kask@vcm.bc.ca>
Sent: Thursday, Jul 16, 2015 5:26 PM
To: Public Hearings; Jane Butler McGregor; Erin Fraser
Subject: RE: Question regarding your grant submission to Victoria Council

Hello,

Thanks for the question from Council.

The new sign would face, as the old one does, the Pandora/Quadra intersection as it is a high traffic area and our corner is easily visible. The goal of the sign is to communicate events, concerts, classes, and other items of interest, so the greatest impact will be gained by locating it in the highest traffic and most visible area.

We may relocate the static wooden sign currently at the Pandora/Quadra intersection to our Johnson Street entrance when the area is re-done. We did not consider locating the new sign at Johnson Street as it would not be visible to the public – not at an intersection, Johnson St is one way, our entrance and parking lot are tucked into a niche not really visible from the street unless you turn your head sideways.

Sincerely,

Chris

Chris Kask | Chief Financial Officer
Victoria Conservatory of Music | *Breathing Music Into Life*
T: 250.386.5311 ext 2380 | F: 250.386.6602 | E: kask@vcm.bc.ca
A: 900 Johnson Street, Victoria, BC V8V 3N4 Canada | vcm.bc.ca



From: Public Hearings [<mailto:PublicHearings@victoria.ca>]
Sent: July-16-15 16:05
To: Jane Butler McGregor; Chris Kask; Erin Fraser
Subject: Question regarding your grant submission to Victoria Council

Below is the question posed by Council on your grant submission at the July 15, Special GPC meeting:

Victoria Conservatory of Music

Provide more information on the analysis that led to the decision to locate the sign on the Pandora side of the building, considering the entrance is being re-orientated to the Johnson Street side of the building. In the future, would there be additional signage on the Johnson street side?

Please 'reply' to this email, at publichearings@victoria.ca with your response. As this is a time-sensitive application process, we would appreciate your response as soon as possible, and no later than 11:00 am **on Wednesday, July 22.**

For reference, below is the link to the archived video of the meeting where you can listen to the questions should you wish for more detail:

<http://www.victoria.ca/EN/main/city/council-webcasting.html>

Thank-you,

Christine Havelka
Secretary – Council Committees
Legislative & Regulatory Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0571 **F** 250.361.0348





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Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Please see Certificate of Incorporation and Certificate of Name Change attached.
- ✓ Annual Report and Financial Statements – Please see 2013/14 Annual Report and 2013/14 Financial Statements attached. 2014/15 audited financial statements are currently being processed and can be submitted upon completion.

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Sexual Assault Centre (VSAC)

Mailing Address: 201-3060 Cedar Hill Rd, Victoria, BC, V8T 3J5

Contact Person: Gagan Leekha, Resource Development Officer

Email: gaganL@vsac.ca

Telephone: 250-383-5545 ext. 125

Website: www.vsac.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: #S-18942

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: #10822 0054 RR0001

Organization mission/mandate

The Victoria Sexual Assault Centre (VSAC) is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.

Brief history and role in benefitting residents of Greater Victoria

Established in 1982, Victoria Sexual Assault Centre is uniquely positioned as the only community-based sexual assault centre in Greater Victoria serving teenage girls, women and trans survivors of all genders.

We are committed to social change and ensuring that survivors of trauma receive timely and appropriate support and counselling. We regularly conduct training for other service providers including police departments, medical personnel, university residence advisors and staff and volunteers of other community agencies. We have also developed training curriculum for sexual assault counsellors and victim service workers. Our long history of community partnerships has led to the development of many innovative programs including a community based Sexual Assault Response Team, a province wide umbrella association for agencies in this field, and most recently an innovative Community-based Response Network with 7 partner agencies in City of Victoria.

In 2014 we provided crisis support and counseling to over 2,800 people, criminal justice support to 1,321 clients and answered over 1,240 calls to our crisis and information line.

Client and community testimonials include:

"VSAC is a place where I can walk, talk, stand, sit, rest and breathe. Thank you for this beautiful gift."

"Thank you for helping me help myself. Thanks to you I have discovered strengths I did not know I had."

"I was a volunteer with VSAC for many years and since have moved to Toronto. A few weeks ago an old friend outside of Victoria contacted me seeking information for a family member living in Victoria. I directed them to VSAC and they report the experience has been so tremendously helpful to the woman directly involved as well as for the friends and family around her that they could not have gone through this situation with your team's support. I am so happy and grateful to hear that VSAC is still as awesome as it was when I was a response volunteer and that you are still reaching out in the community. Thank-you, Thank-you again!"

How many paid staff at organization? Full Time: 5

Part Time: 17

How many volunteer staff at organization? 150

Total volunteer hours: 8000/year



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$1,354,477

What other sources of funding do you receive and how is it used?

2015/16 Sources	Total Funding	Use
Provincial Contracts	\$544,664	Direct Client Services - Counselling, Victim Services, Sexual Assault Response Team <i>(contracts do not cover full programs expenses; agency relies on fundraised dollars to cover whole program)</i>
Provincial Grants	\$270,000	Crisis and Information Line, Youth Counsellor, Prevention Education, Cedar Hill Centre, Victim Services, Sexual Assault Response Team
Federal Grants	\$82,246	Community-based Response Network
Foundations and Community Grants	\$151,667	Prevention Education, Trans Inclusion, Special Projects
Individuals	\$235,000	Greatest Need (Counselling, Victim Services, Prevention Education, Cedar Hill Centre, Administration)
Events	\$82,000	Greatest Need (Counselling, Victim Services, Prevention Education, Cedar Hill Centre, Administration)
Other (interest, fee for service, etc)	\$17,900	Greatest Need (Counselling, Victim Services, Prevention Education, Cedar Hill Centre, Administration)

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Cedar Hill Integrated Sexual Assault and Child Abuse Support Centre

Brief description of the project or program and why the grant is needed.

Project Need: Prior to 1992 Victoria did not have a sexual assault response protocol. At that time, clients had little emotional support during hospital visits and police interviews. Clients experienced even longer wait times as they waited for emergency room physicians (rather than specially trained forensic nurse examiners) who only had time at the end of their shifts, with no follow-up support with the Victoria Sexual Assault Centre. SART was developed to provide a collaborative, comprehensive and compassionate response for recent survivors of sexual assault where all parties involved worked to ensure all the needs of the survivor were met. Developing an integrated space would only further this vision and further eliminate barriers for survivors to access the support they deserve.

Much of our knowledge about the needs in our community comes from anecdotal data shared in meetings with project partners and stakeholders including SART workers, Forensic Nurse Examiners (FNE's), municipal police/RCMP, clients and service providers, preliminary meetings, and over 30 years of experience serving survivors of sexual assault in our community. Sexual assaults are underreported with only 6% of survivors accessing support. Currently when a survivor of sexual assault needs medical attention they are referred to the Emergency Department at Victoria General Hospital, where they wait to be triaged along with other patients in the emergency room waiting area. While waiting, patients can feel as they are "on display" in the chaos of the public waiting rooms and the emergency atmosphere, especially when accompanied by uniformed police officers. It can be difficult to ensure confidentiality in the triage and waiting room areas.

The majority of survivors don't require the full extent of medical intervention that the emergency department provides. Some survivors hesitate to access service through hospital Emergency as they feel they shouldn't 'take up space' when they have no overt injuries. Others fear being judged by hospital personnel or others waiting for service, or fear long wait-times. Physical injuries are generally minimal (cuts and bruises) and their medical needs can be met without the stress of the emergency room. Where injuries require hospital facilities, the Team can travel to the survivor to provide additional, specialized support and/or examination.

When a person has just experienced trauma and is potentially distraught, these environments can feel overwhelming and unsupportive. Some clients leave without getting the medical attention they need due to long waits or perceived long waits in emergency. Some survivors find it difficult to a police station for interviewing can be triggering and intimidating to be around uniforms and weapons. During



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their healing journey of going through the criminal justice system, the survivor may access hospital, municipal police/RCMP station, Crown counsel office, court and Victoria Sexual Assault Centre. The vision for this project is to streamline the process for survivors to access all the support they need: crisis counselling/supports, medical/forensic exams, police interviews, victim services and other support in a safe, welcoming environment - a place where the healing process can begin as soon as they walk through the door.

We have secured space and the majority of funding for the first two years of this pilot project. Our immediate priority is to procure, equipment, supplies and systems to set up an integrated support Centre. With strong established partnerships in place and a clear need and enthusiasm for better coordinated facility for survivors of sexual assault, we are well positioned to create this streamlined Centre.

Project Overview: This collaborative project between Victoria Sexual Assault Centre, Team Victoria (comprised of forensic nurse examiners, municipal police/RCMP, Crown, Victim Services, VSAC and VCAPCC), and Victoria Child Abuse Prevention & Counselling Centre (VCAPCC: Mary Manning Centre) will enhance the current coordinated response for sexual assault and child sexual and physical abuse in the Greater Victoria area. Working to create an integrated and holistic model of service delivery, we are shifting key services and supports for survivors from the hospital and police stations to one location, the Integrated Sexual Assault and Child Abuse Support Centre, to create a welcoming, accessible, user-friendly, supportive, client-centred and healing environment for survivors. Our goal is to have a stand alone, multi-disciplinary, comprehensive, compassionate, confidential space for survivors to receive access to all the support while navigating medical and justice systems - in one location.

Issues the project will address: This project will address the critical need for a non-institutional venue to serve adult survivors of sexual assault in order to improve trauma informed response, remove barriers to service, and increase service access to marginalized populations currently underutilizing available programs.

Who the project will serve: This project will be located in the Greater Victoria community and will serve survivors of sexual assault in the Capital Health Region. The target audience is all survivors of sexual assault, with a focus on those that are most affected by violence and least likely to receive support, including, but not limited to sex workers, urban indigenous populations, newcomers, queer and trans youth and adults.

Project objectives and goals:

- To enhance the coordinated response for survivors of sexual assault in Greater Victoria;
- To create a welcoming non-institutional space where people can feel safe and comfortable accessing all the services they will need under one roof;
- To document, evaluate and share learnings to ensure a collaborative and sustainable response

Project activities will include:

- 1) Partnership development
- 2) Procurement and set-up of office, counselling, and interview space (includes video and audio monitoring for police recorded statements required for investigations and court)**
- 3) Procurement of medical equipment and supplies and establishment of medical systems**
- 4) Promotion of Centre to partner agencies, community agencies, medical service providers, etc.
- 5) Ongoing collaboration and coordinated response with project partners
- 6) Project evaluation and sustainability planning

Our immediate priority and the focus of this proposal is for activities 2 & 3.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

✓ Facilitate Social Inclusion and Community Wellness

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will support the City of Victoria's objective to facilitate social inclusion and community wellness and contribute to the outcome of accessible health services for Victoria's most marginalized populations. This project will increase access to support for recent survivors of sexualized violence. Often, it's those communities that are most targeted for violence that do not have access to medical, forensic, crisis support and justice services, after a sexual assault because of institutional barriers they face at hospitals and police stations. These communities include girls, women and trans people for whom the experiences and impacts of sexual violence are deeply intertwined with other forms of systemic violence, such as racism, colonialism, inter-generational trauma, classism, and various other forms of stigma and discrimination. We have been working closely with community partners that represent racialized,



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immigrant, refugee, trans and indigenous girls and women, women involved with sex work, and/or those that are drug or alcohol dependent to determine how to better serve those that are most targeted for violence. We also hope to create partnerships with organizations that work with people with disabilities, homeless people and people living in poverty. To increase accessibility of services, we have secured a space for the clinic in our office building and for this phase of the project we are raising capital funds to purchase equipment and supplies so we can open our doors in Fall 2015.

How many will benefit from the project or program? 1,500 people will directly benefit from the program through support from the Sexual Assault Response Team and Victim Services. Sexualized violence impacts the whole community and indirectly and sometimes directly, the survivors' families, friends, co-workers and broader community will also benefit from the project.

Percentage of Greater Victoria Residents? 1.8 %

Who is your target audience?

This project is focused on communities that currently do not have access to medical, forensic, crisis support and justice services, after a sexual assault because of institutional barriers they face at hospitals and police stations. These communities include racialized, immigrant, refugee, and indigenous girls and women, as well as women involved with sex work; and girls and women for whom the experiences and impacts of sexual violence are deeply intertwined with other forms of systemic violence, such as racism, colonialism, inter-generational trauma, classism, and various other forms of stigma and discrimination.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Victoria Sexual Assault Centre

Cedar Hill Multidisciplinary Support Centre

Budget

Capital Only August - Septemeber 2015

	Program Budget
REVENUES	
Civil Forfeiture Grant (confirmed)	40,000
City of Victoria (pending)	25,000
Partnership Contributions (confirmed)	40,000
VSAC Contribution (confirmed)	9,080
Total Revenues	114,080
EXPENSES	
Nonsalary Start-up	
Medical Materials and Supplies	3,000
Legal/Consulting	1,500
Licensing and fees	1,000
Technical adjustments/supplies	1,000
Keys cut	200
Nonsalary Start up	6,700
Nonsalary Capital & Lease Improvements	
Remodel costs (walls, soundproofing, bathroom)	38,000
Medical and Program Equipment	25,000
IT Set up and Technical Equipment	20,000
Furniture and fixtures	5,000
Office equipment including computers, phones, printers	4,500
Capital Start up	92,500
Administration (15%)	14,880
Total Operating, Start Up and Capital	114,080

What is the project or program: Total Cost \$114,080 Amount Requested \$25,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$9,080



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Please indicate the funding sources for this application:

✓ Government funding

Organization Name	Contact Person	Phone Number	Amount
Ministry of Justice	Ally Butler	604-660-4894	\$40,000

✓ Other (Partner Contribution)

Organization Name	Contact Person	Phone Number	Amount
Child Abuse Prevention and Counselling Centre (Mary Manning)	Sandy Bryce	250-385-6111	\$40,000

Grand Total of Other Funding Sources \$ 80,000 + \$9,080 (VSAC contribution) = 89,080

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we receive partial funding, we will open up the clinic in phases with the medical exam room and reception being priority. Our goal is to have the medical portion up and running by October. If necessary, we will secure funds through other sources for the police exam rooms and other office expenses.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project dates From: August 1st, 2015 To: September 30th, 2015

Project location: Victoria Sexual Assault Centre, 3060 Cedar Hill Road

Project timeline and major milestones.

Date	Milestone
Complete	Partnership development
August 2015	Media launch and promotion of Centre to partner agencies, community agencies, medical service providers, etc.
August to September 2015	Renovation of space (bathroom, soundproofing, etc)
October 2015	Procurement and set-up of office, counselling, and interview space; Procurement of medical equipment and supplies and establishment of medical systems
October 2015	Soft Opening (VSAC AGM, Ribbon Cutting)
November 2015	Official Launch

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20

Total volunteer hours required: 500

Can the project or program occur without volunteer support?

☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ✓ Website
- ✓ Social Media
- ✓ Sponsor Plaque
- ✓ Other: e-news (circ. 3,000), announcements at

- launch, invitation to Launch, earned media
- ✓ Newspaper Advertisement
- ✓ Newsletter (circ. 10,000)
- ✓ Annual Report



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SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

A handwritten signature in black ink that reads "Makenna Rielly".

Name: Makenna Rielly
Position: Executive Director
Date: June 25th, 2015

Janet Hawkins

From: Lenore Kennedy <lenorek@vsac.ca>
Sent: Friday, Jul 17, 2015 1:14 PM
To: Public Hearings
Subject: Public Hearing. Victoria Sexual Assault Centre Questions and Answers

In answer to the questions posed by Council at the July 15, Special GPC meeting:

Victoria Sexual Assault Centre

1. Will you be asking for funding from the other municipalities as this benefits people from all over the region?

Yes. Our intention is to broaden the scope of our fundraising and approach all municipalities for funding. Currently, we are working on securing corporate sponsorship and in-kind support and will direct our energy and resources towards other municipal opportunities in late summer 2015.

2. Clarify the respective roles of Island Health and other partners for operating costs.

We are in the process of establishing the parameters of our partnership with Island Health and other partners. Our vision is that Island Health would provide the forensic nurse staffing resources, with nurses responding to sexual assaults at the Cedar Hill Clinic rather than the hospital (except in cases where children are involved or cases where survivors are severely injured and require medical attention that is beyond the scope of the forensic nurse—these cases will be triaged to hospital to ensure best care for patients/survivors). We have secured funding from the Ministry of Justice to assist with operating costs for the first two years and will approach them to continue funding. Our project partner, Mary Manning is also working to secure funds that would cover operating costs. Mary Manning will have space within the clinic specifically to serve children who have experienced abuse, that includes two police interview rooms (complete with audio equipment) and soft waiting areas for children and families (please note that all children will be refereed to hospital for medical assessment as per protocol). Mary Manning will both use the facility and the administrative staff and contribute financially to help pay ongoing operating costs.

Thank you for the opportunity to reply to your questions. Please let me know if I can provide any other information.

Lenore Kennedy
250-882-0942

Sent from my iPhone

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Cook Street Village Activity Centre Society (New Horizons) _____

Mailing Address: 1-380 Cook Street, Victoria, BC, V8V 3Z7 _____

Contact Person: Carl Turnbull _____ Email: info@cookstreetvillageactivitycentre.com _____

Telephone: 250-384-6542 _____ Website: www.cookstreetvillageactivitycentre.com _____

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0013946 _____

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 10737-1445-RP0001 _____

Organization mission/mandate

To work in a positive manner to provide an environment for enjoyment and personal growth through community interaction that may lead to a meaningful, active, healthy, and rewarding life.

Brief history and role in benefitting residents of Greater Victoria

We have been an active part of our community for 39 years. We have always worked for the benefit of the community through providing social, educational, and recreational opportunities for adults.

How many paid staff at organization? Full Time: 1 _____ Part Time: 5 _____

How many volunteers staff at organization? 145 _____ Total volunteer hours: Approx. 840 hours per month

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$233,000 (2014 accountant figures used for this section)

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Grants (including City Grant)	\$84,703	Kitchen, drop-in activities, special events, wellness services, wages, grant specific projects (one time only grants awarded in 2014) etc.
Programing	\$65,088	Drop-in, Wellness, Courses, and Workshops, instructor fees, special events,
Membership	\$13,216	Utilities, office supplies, wages
Rentals	\$28,727	Computer maintenance, insurance, wages,
Donations and Fundraising	\$10,388	Gardening, wages, professional fees, junk removal,
Food Service	\$25,190	Food and supplies for the kitchen, wages, food for events

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Boulevard Enhancement Project _____

Brief description of the project or program and why the grant is needed.



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We are seeking funding for a community signboard, flower pots, paint, and table for the boulevard/bus stop immediately outside the front door of the Centre. The signboard will be used to advertise Centre activities and events as well as community events. We would also like to improve the entrance of our Centre with flowers pots by the front door, a contrasting colour for the pillars at the front of the building, move the bike rack, add a recycling can, and table for the new cement boulevard pad. This project will enhance public space, create more awareness of CSVAC, provide improved transportation options, and create a more welcoming and vibrant hub to our community. Meetings with Parks, Engineering and the Neighbourhood Coordinator have already taken place and permissions have been obtained to make these changes in the public realm. Public Works has already taken the first step towards this project by expanding the cement pad to accommodate the improvements.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The CSVAC will have a brighter, more welcoming entrance with a community board (Objective 8). The bike rack will encourage access to the centre and general village area by means other than car and the recycling can will provide green disposal of various materials (Objective 9) such as paper cups and similar materials. We would like to have the contents picked up when our weekly recycling is collected. The public will have greater access to information about CSVAC and the community through regularly updated information on the new community board (Objective 5 and Objective 7).

We are a public facility and our recreational, social, and educational programs have grown and changed through the years to meet the needs of our members and to encourage new members to join. This new signboard will allow us to more easily connect with the wider community as we work to find ways to better communicate with those who visit the village. We believe that as more people are aware of the opportunities at CSVAC they will be more inclined to participate and therefore increasing their social inclusion (Objective 7 in the Strategic Plan). We will use this signboard to highlight programs and events that we hope will appeal to diverse groups within the neighbourhood and through Victoria, such as our National Aboriginal Day, Hawaiian Lulu, Chinese New Year, Robbie Burns Day, and Tai Chi.

The Official Community Plan (OCP) speaks to the importance of providing transportation choices. We have noticed a shift to alternative forms of transportation such as an increased number of cyclists, bus and HandyDart users, and mobility aid users. We believe this will continue to increase through the coming years, and are also aware that most seniors will use their cars more consistently than other populations. With the improved bus stop it means that our members are no longer walking and rolling through mud to get to the Centre through the winter when using a bus or HandyDart. By looking towards the future we will be encouraging more environmentally savvy consumers to the Cook Street Village and compliments Objective 9 of the City's Strategic Plan.



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By having a table for people to congregate, which builds cohesiveness and a sense of belonging through fun games they can borrow from CSVAC and will allow for greater use of public space.

We know that there is regular maintenance required to ensure that the Community Board and flower pots look their best. We will be 100% responsible for this work. We will also ensure that the information posted on the Community Board will be kept current. This board will be locked so any information that is posted will be done through our office and any outside group wishing to post their information will have to go through the Centre to obtain permission.

How many will benefit from the project or program? Approx. 32,000____ Percentage of Greater Victoria Residents? 95%

Who is your target audience? Victoria community, primarily adults and seniors_____

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$6,154____ Amount Requested \$3,640____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 12.5% (volunteer time)

How much is the organization contributing to this project or program? \$2,514 (includes the 12.5% volunteer time as shown above)____

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other: Volunteer Time

Organization Name	Contact Person	Phone Number	Amount
Judith Spice	Karen Henry	250-384-6542	5 hrs x \$15/hrs = \$75
Gardening Volunteers	Carol Turnbull	250-384-6542	6hrs x \$15/he = \$90

Grand Total of Other Funding Sources \$2,514____



1 Centennial Square
Victoria, BC V8W 1P6

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Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

The first priority for us is the Community Board (cost approximately \$2,700) followed by the rest of the boulevard improvement items

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 2015 To: December 2015

Project or program location: Cook Street Village

Project or program timeline and major milestones.

Date	Milestone
July	City to approve grant application
July	Planters, dirt, and plants purchased
July	Paint pillars
August	Order signboard, recycling can, table
September/October	Install signboard, recycling can, table and move bike rack
Ongoing	Maintenance of flower pots, and community board

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required:

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter – we have 2 newsletters |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other Digital screen boards, announcements at special events, discussion at Coffee with staff | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

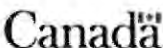
- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: Carol Turnbull
Name: Carol Turnbull

Position: Administrative Manager
Date: June 23, 2015



Canada Revenue Agency
Agence du revenu
du Canada



[Charities and Giving](#) > [Charities Listings](#) > [Search](#)

Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY (NEW HORIZONS)

BN/Registration Number:	107371445RR0001
Charity status:	Registered
Effective date of status:	1990-01-01
Sanction:	N/A
Language of Correspondence:	English
Designation Description:	Charitable organization
Charity type:	Benefits to the community & other
Category:	Recreation, Playgrounds and Vacation Camps
Address:	1-380 COOK ST.
City:	VICTORIA
Province/Territory/Other:	BRITISH COLUMBIA
Country:	CA
Postal code/Zip code:	V8V3X7
Charity Email Address:	INFO@COOKSTREETVILLAGEACTIVITYCENTRE.COM
Charity Web site Address:	WWW.COOKSSTREETVILLAGEACTIVITYCENTRE.COM

Registered Charity Information Return: [T3010 Return](#)

Links to Web sites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-GoC sites that are not subject to the *Official Languages Act* and to which the CRA links, may be available only in the language(s) used by the sites in question.

[New search](#)

Date Modified: 2014-07-30

February 2015 AGM Package

Cook Street Village Activity Centre Society (New Horizons)



cookstreetvillage
ACTIVITY CENTRE
Society (New Horizons)

**Cook Street Village Activity Centre
Annual General Meeting 2015**

Agenda Packet

1. Meeting Agenda
2. Minutes of AGM 2014 for approval
3. Financial Report for the year January 2014 to December 2014
4. New Business and Motions
5. Recommendation of Nominating Committee
6. The Slate of Officers for the Board of Directors

Annual General Meeting

February 20, 2015 – 1:00PM

Agenda

- | | |
|---|----------------------|
| 1. Welcome | Ivan Carlson |
| 2. Minutes of the last Annual General Meeting | Dale Oakes |
| 3. Year-end comments | Ivan Carlson |
| 4. Financial Report | Barry Sadler |
| 5. Appointment of the accountant | Barry Sadler |
| 6. Program/Volunteer Manager Report | Karen Henry |
| 7. Recognitions | |
| Volunteer of Distinction | Karen Henry |
| Staff | Barry Sadler |
| 8. Memorial Moment | Gillian Tucker |
| 9. Administrative Manager's Report | Carol Turnbull |
| 10. New Business | Ivan Carlson |
| 11. Questions and Answers | All Board & Managers |
| 12. Election of 2015 Board of Directors | Michael Lewis |
| 13. Closing Remarks and Adjournment | Ivan Carlson |

Slate of Nominees for Board of Directors

Members of the Board of Directors are elected for two year terms and can be on the Board for three consecutive terms. If a person would like to remain on the Board after two years they need to be re-elected at the AGM.

Murray Grant

I graduated high school in Winnipeg in 1971. Most of my work experience is in automotive service management. I have managed small auto repair shops and chain store service departments. I also have experience as a fixed operations manager, a parts department manager, and a body shop manager for a large automobile dealerships.

While I was working I took some CGA accounting courses and several sales courses. I also completed the Canadian Investment Funds Course in 2005. I retired in 2007 and my wife and I moved to Victoria in 2010.

When I retired I took up photography and have been fortunate enough to sell some of my work. I am self-taught in matting and framing pictures. I am now actively involved with our Kitchen Committee.

I have a good working knowledge of Microsoft Word and Excel. I am the President of the Townhouse Section of our strata and I am the Vice-President of the Common Section of our strata. I have been on the strata council for three years and enjoy working with others.

I look forward to working with you as my Mother, a founding member of the Centre, did for many years.

Caroline Houston

I have been retired for 10 years. My previous career was as a Health Care Worker. Travel has been my enjoyment since my retirement. I have visited Australia, China, Cuba, Fiji, New Zealand and the Mediterranean.

Growing up on the Isle of Wight, I appreciate islands. I emigrated to Canada in 1957. I enjoy regular symphony, theatre and movie outings. As I age, and my world gets smaller, I value companionship and social activities provided by the Cook Street Village Activity Centre. Therefore, if I can be of assistance in the Centre becoming a strong community outreach and enjoyment place. I would be pleased to do so. I have been a member of a Board, once before.

Diana Kozinuk

After being widowed in 2004, I set about disposing of our remaining business interests.

I left Cranbrook with a heavy heart and moved to Victoria to be closer to my daughters living here. I was walking up to the Village and noticed the Activity Centre. I asked if they had any exercise classes. I was made to feel very welcome by the Fun and Fitness group and have made it a part of my life ever since.

I have participated in many boards including being the president of my strata building, Rainbow Kitchen Society, and various Hospital Boards and Church Councils. I feel I can be an asset to the Board and give back to the Centre.

Bud Lum

With my knowledge and experience, I commit to serve people to the best of my ability and ensuring they are respected and valued members of our community. I have worked in a number of areas including the Crest Centre in Ontario, as a Program Manager at the St. Thomas-Elgin Association for Community Living, as a Teacher and Councillor through the Board of Education in North York, London, and Middlesex, a Planning Engineer at Canadian Industries in North York, as well as a Scheduling and Project Engineer for Ontario Hydro.

Janice Taylor

Born and raised in Saskatchewan, I lived in Alberta (Edmonton and Calgary) until I moved to BC in 1974.

My career history has been in all aspects of office duties with emphasis on secretarial, computer data entry, and accounting. A good portion of my working career was spent with Kelly Douglas Grocery Wholesale where I spent 20 years until the company downsized and closed all branches in BC. Through job transfers with this company I lived in Cranbrook, Penticton, Vancouver and Nanaimo. I then spent 5 years with BDO Dunwoody Chartered Accountants in Kelowna. My most recent job was in Penticton where I was employed for 7 years with SOS Security doing office administration and payroll. I retired in the fall of 2012 to move to Victoria.

I have been volunteering at the Cook Street Village Activity Centre as a front desk receptionist for the last 2 years, working Monday and Tuesday morning shifts. I very much enjoy working with our seniors.

I recently moved from the Cook Street area to Esquimalt, which I know I am going to enjoy. I have one adult son (Craig), who also lives in Victoria.

I would be pleased to serve on the Board of Director of this Centre.

Eleanor Ward

I graduated with an MSW from the University of Manitoba in 1966. My primary fields of practice were Child Protection and Hospital Social Work.

I was a Team Leader in the South Fraser area of the BC Ministry for Children and Families. Prior to that, I was the Manager of Social Work, McKellar General Hospital, Thunder Bay, Ontario for 16 years.

As part of my position in the hospital, I represented the hospital at the Thunder Bay Placement Coordination Services and chaired it for one year.

My volunteer experience was with the Kidney Foundation of Canada, as president of the Thunder Bay Branch and chair of the Ontario Patient Services Committee, Ontario Branch. I was also President of the Thunder Bay Branch of the Ontario Association of Professional Social Workers and represented the Branch on the Continuing Education Committee of the Ontario College of Social Workers.

I am retired and have been a member of Cook Street Village Activity Centre for 5 years. I was a member of the Membership Committee. Another committee member and I initiated the Volunteer of the Month recognition and I continue to chair this project. I also facilitate the Friendly Bridge group.

Overall, I have been drawn to participate in activities associated with my profession and with my employment. Now, I would like to contribute to the work of the Centre as a Board member. I bring knowledge and skills from my work and my volunteer experiences. I like to work in a collaborative, goal-directed context.

Current Member Standing For Re-election

Dale Oakes

Current Members That Do Not Need To Be Re-elected

Bev Ruhl

Judith Spice

Gillian Tucker

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY
Financial Statements
Year Ended December 31, 2014
(Unaudited - See Notice To Reader)

OBARA & COMPANY
CHARTERED ACCOUNTANTS
Practicing as a Professional Corporation

216-911 Yates Street
Victoria, B.C. V8V 4X3
Tel. 250-388-7879
Fax. 250-381-0808

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Cook Street Village Activity Centre Society as at December 31, 2014 and the statements of operations and changes in net assets 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.

Victoria, B.C.
February 17, 2015

Osborne & Company
CHARTERED ACCOUNTANTS

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Statement of Financial Position****December 31, 2014***(Unaudited - See Notice To Reader)*

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 31,331	\$ 55,166
Investments	46,304	15,870
GST/HST receivable	933	1,172
Accounts receivable	27	239
Prepaid expenses	1,861	1,820
	<u>80,456</u>	<u>74,267</u>
CAPITAL ASSETS (Note 3)	<u>20,393</u>	<u>25,435</u>
	<u>\$ 100,849</u>	<u>\$ 99,702</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 5,327	\$ 4,982
Deferred income	-	6,250
Deferred contributions related to capital assets (Note 4)	7,570	12,616
	<u>12,897</u>	<u>23,848</u>
NET ASSETS		
Unrestricted fund	<u>87,952</u>	<u>75,854</u>
	<u>\$ 100,849</u>	<u>\$ 99,702</u>

ON BEHALF OF THE BOARD_____
*Director*_____
Director

See notes to financial statements

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Statement of Changes in Net Assets****Year Ended December 31, 2014***(Unaudited - See Notice To Reader)*

	2014	2013
UNRESTRICTED FUND - BEGINNING OF YEAR	\$ 75,854	\$ 48,326
Excess of revenues over expenses	<u>12,098</u>	<u>27,528</u>
UNRESTRICTED FUND - END OF YEAR	<u>\$ 87,952</u>	<u>\$ 75,854</u>

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Statement of Operations****Year Ended December 31, 2014***(Unaudited - See Notice To Reader)*

	2014	2013
REVENUES		
Bank interest	\$ 434	\$ -
Courses	10,670	5,448
Donations and memorials	4,982	7,493
Drop-in activities	25,051	24,137
Food services	25,190	29,220
Fundraising	5,406	7,074
Grants	84,703	86,117
Memberships	13,216	14,906
Rental income	28,727	31,544
Special events	16,618	16,532
Support services	12,749	8,879
Travel	-	206
Amortization of Deferred Contributions <i>(Note 4)</i>	5,046	5,046
	232,792	236,602
EXPENSES		
Amortization	10,017	10,935
Courses	7,680	5,888
Database/Computer	5,769	4,371
Drop-in activities	7,856	9,362
Fundraising	110	-
Insurance	3,681	2,964
Interest and bank charges	996	786
Kitchen food services	38,222	35,450
Miscellaneous	269	2,407
Office	17,154	17,917
Operating costs	533	-
Professional fees	2,296	2,250
Salaries and benefits	106,636	96,075
Special events	4,578	8,546
Support services	11,901	8,885
Utilities	2,996	3,238
	220,694	209,074
EXCESS OF REVENUES OVER EXPENSES	\$ 12,098	\$ 27,528

COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**Notes to Financial Statements****Year Ended December 31, 2014***(Unaudited - See Notice To Reader)***1. DESCRIPTION OF OPERATIONS**

The Cook Street Village Activity Centre Society is a non-profit society incorporated under the Society Act in the Province of British Columbia and a registered charity under the Income Tax Act. The Society operates an activity centre in the Cook Street Village area of Victoria, with the focus on seniors of all ethnic and cultural backgrounds. The Society's general purpose is to provide opportunities to enrich their lives.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESCapital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods except in the year of acquisition in which one-half of normal rates are used.

Computer equipment	5 years	straight-line method
Computer software	5 years	straight-line method
Furniture, fixtures and equipment	5 years	straight-line method
Leasehold improvements	5 years	straight-line method

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Computer equipment	\$ 26,964	\$ 24,404	\$ 2,560	\$ 2,314
Computer software	6,187	6,187	-	513
Furniture, fixtures and equipment	64,866	54,602	10,264	9,992
Leasehold improvements	25,231	17,662	7,569	12,616
	\$ 123,248	\$ 102,855	\$ 20,393	\$ 25,435

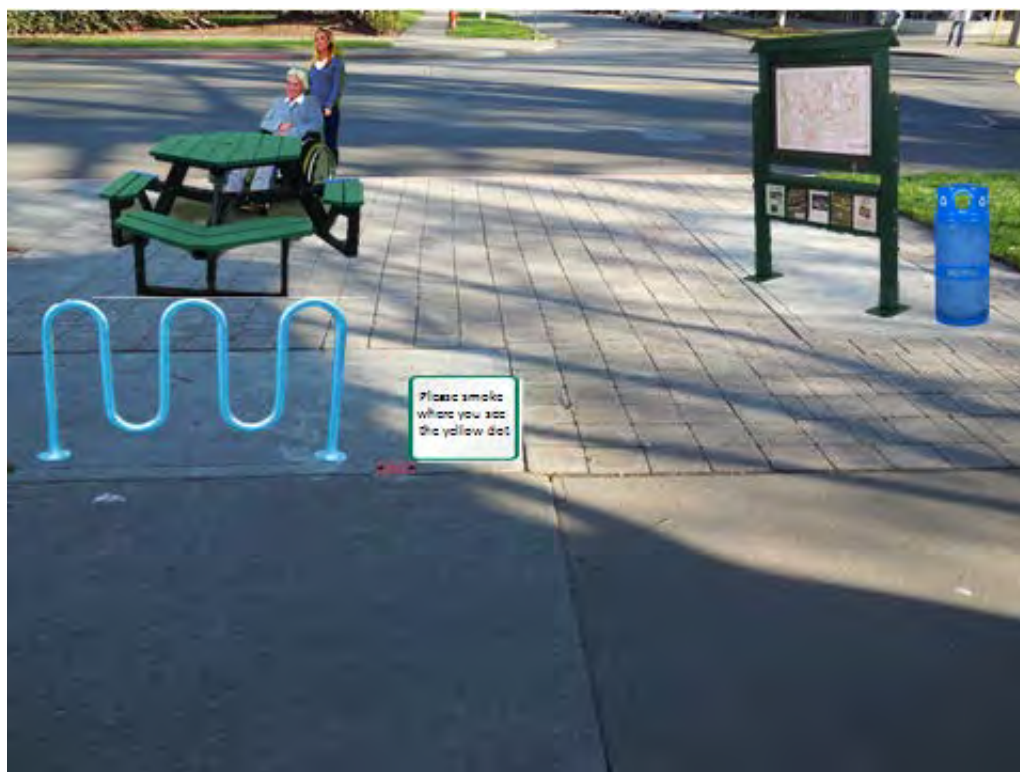
4. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

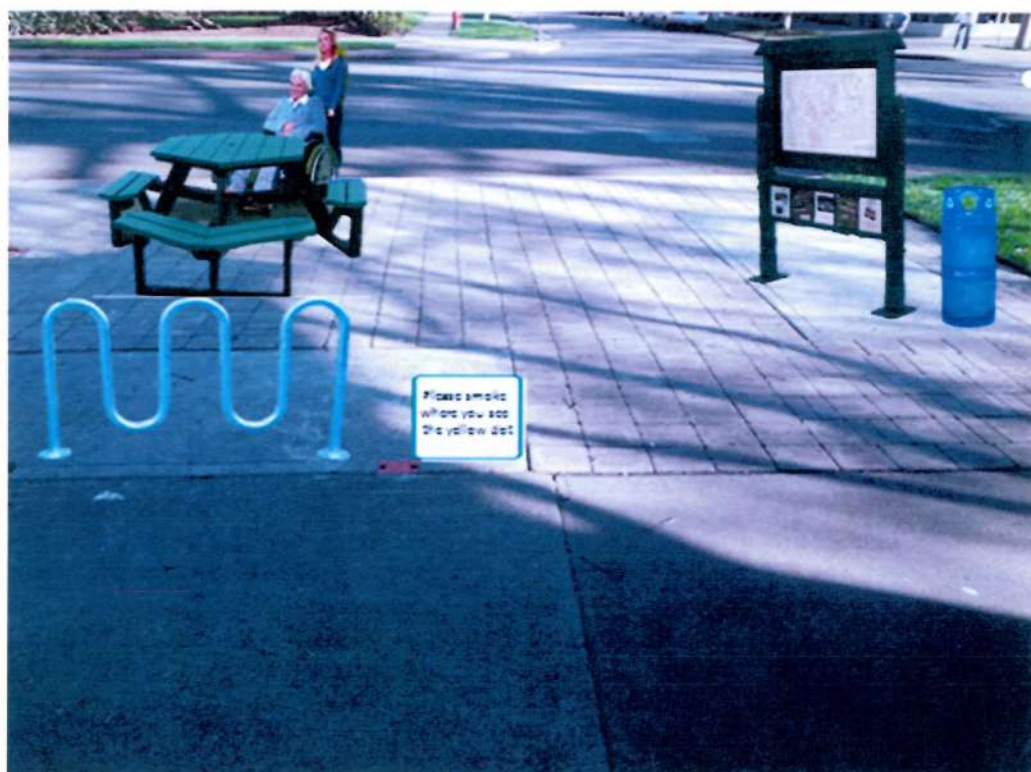
Deferred contributions relate to certain leasehold improvements funded by Government contract. The funds are recognized as revenue as the assets are amortized. The changes in the deferred contributions balance for the year are as follows:

	2014	2013
Balance, beginning	\$ 12,616	\$ 17,662
Less amounts amortized to revenue	(5,046)	(5,046)
Balance, ending	\$ 7,570	\$ 12,616

Detailed Budget Cost Estimate of Budget

Item	Materials		Labour Expertise		Dollar Value
	Quantity	Unit Cost	Hours	Rate	
Painting Columns	1	\$200 approx.	5	\$15 (\$75)	\$275
Picnic table	1	\$498	3	\$40 (\$120)	\$618
Recycling can	1	\$713	3	\$40 (\$120)	\$833
Signboard with 5 slot literature rack	1	\$2,358	4	\$40 (\$160)	\$2,518
Planters, plants, weights, etc.	2 (6 plants)	\$490	6	\$30 (\$90)	\$580
Total Project value = \$4,824					
Volunteers \$15/hr, Professional and Trades \$40/hr					







1 Centennial Square
Victoria, BC V8W 1P6

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Victoria City Council - 05 Aug 2015
2015 Strategic Plan Grant
Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ✓ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee – Quadra Village Community Centre
Mailing Address: 901 Kings Rd, Victoria BC V8T 1W5
Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com
Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-0010895
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 101476083RR0001

Organization mission/mandate

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

Brief history and role in benefitting residents of Greater Victoria

QVCC is an inter-generational community centre, community social service agency and neighbourhood association. Our Centre is located directly across from the largest concentrated low income housing development in Greater Victoria and in the heart of a low-income, high-density, inner-city area of Victoria. These ingredients serve to create a community where exposure to risk factors such as family violence, mental health challenges, addiction and poverty are all too common for children, youth, families and the rest of the community. Since the early 1970s it has been our purpose to meet the challenging and changing needs of the community with sound preventative and responsive program planning, partnering and implementation. Addressing a lack of opportunity for low income children and youth is a key focus for our organization. As well, we build neighbourhood and community capacity to help our local area be resilient and thrive. Our work as an organization has been key to the stabilization and progress evident in the continuing evolution of our neighbourhood. We are critical to the success of Quadra Village Day and have played a key role in numerous neighbourhood improvement issues such as traffic calming and associated in improvements in Quadra Village.

How many paid staff at organization? Full Time: 16 Part Time: 18
How many volunteer staff at organization? 251 Total volunteer hours: 6618

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$956,378

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
School District 61	395,611	-Youth and Family Counsellors' service delivery at Quadra, Cloverdale, Oaklands, Cedar Hill, SJ Willis, Vic High and Reynolds Schools.
Provincial Grants and Subsidies	229,495	-Family Resource Programs and Outreach to Children, Youth and Families -Subsidies for Childcare Operation and Parent

		Fees -Community Support Program
Federal Grants	28,104	-Programs and Outreach to Young Children and Families -Summer Camp for 5 to 12 year olds
United Way	75,600	-Youth Program and Food Distribution
Misc Grants	43,000	-Girls Group, Youth Recreation, Food Skills, Youth Social Justice etc
Fundraising and Donations	42,915	-Coordination, Bursaries, Program Funds -Maintenance
Program Fees and Rent	50,2333	-Childcare, Camp and Coordination Staff -Maintenance
Service Clubs	7,500	-Support Programs
One to One Childcare Reimbursement	4126	-One to One Childcare Staff

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Quadra Village Banners Project (QVB)

Brief description of the project or program and why the grant is needed.

In partnership with the Ecole Quadra Elementary (on the occasion of their 100th anniversary) the Quadra Village Banners Committee has worked extensively to develop a plan to replace the main season banners in Quadra Village (which are worn out) and implement a plan for continued installation of the main season banners and winter season gateway entrance features.

Grade 4 and 5 students at Quadra Elementary created paintings as part of an art project and these banners were reviewed for an initial screening by the Quadra Village Banner Committee. This committee has assembled a jury (consisting of a local business woman, a school trustee, a school volunteer and Shellie Gudgeon) to judge the eventual images for the banners. 2 to 5 banners will be selected and a graphic artist, has volunteered to do all the editing and setup that will be needed before having the banners created.

This project has been presented to QVCC's Hillside-Quadra Neighbourhood Action Group committee and the feedback was very positive. We have attached (with this application) the type of images that the jury will be reviewing for consideration.

The banners we are seeking funding for will ensure that we have a supply of banners that will last 6 years. The installation is an ongoing expense that we do not have any sponsorship for. This application's includes a one year cycle of installation.

The banners and the winter season gateway entrance features help welcome residents and visitors alike to Quadra Village and Hillside-Quadra as a whole. They brighten village life and help contribute to the sense of neighbourhood pride that we have worked hard to build in Hillside-Quadra.



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Does this project or program impact public space? ☒ Yes ☐ No : Teen Centre and Kitchen Facility Renovations at QVCC

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- ☐ Innovate and Lead
- ☒ **Engage and Empower the Community**
- ☐ Strive for Excellence in Land Use
- ☐ Build Financial Capacity of the Organization
- ☐ Create Prosperity through Economic Development
- ☐ Make Victoria More Affordable
- ☐ Facilitate Social Inclusion and Community Wellness

- ☒ **Enhance and Steward Public Spaces, Green Spaces and Food Systems**
- ☐ Complete a Multi-modal Active Transportation Network
- ☒ **Nurture Our Arts, Culture and Learning Capital**
- ☐ Steward Water Systems and Waste Streams Responsibility
- ☐ Plan for Emergencies Including Climate Change Short and Long Term
- ☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Engage and Empower the Community

The Quadra Village Banner Project (QVB) provides the opportunity for active residents who take pride in Hillside-Quadra to create a solution for maintaining and beautifying Quadra Village. By reaching out to Ecole Quadra Elementary students and honoring their artistic contributions the Committee has taken important steps to honour the artistic contributions of youth which will ultimately lead to the artistic contributions of children brightening Quadra Village.

Enhance and Steward Public Spaces

QVB will foster provide through renewing banners that are locally designed by elementary school aged children in Quadra Village and keeping up with their installation.

Nurture Our Arts, Culture and Learning Capital

QVB engages and honours elementary school aged artists and will ultimately show young people that there is importance to their contributions along with a feeling of community pride. This will be done by utilizing banners that are directly made from their designs and displaying them as banners in Quadra Village.

How many will benefit from the project or program? 50-100

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth between the ages of 13-19 especially those living in poverty and contending with various barriers in Hillside-Quadra and surrounding neighborhoods



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SECTION 5 PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost **\$9945.70** (includes volunteer valuation) Amount Requested **\$5460**

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: **0%**

How much is the organization contributing to this project or program? **\$3,4875** ((includes volunteer valuation)

Please indicate the funding sources for this application:

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
Quadra Village Community Centre	Kelly Greenwell	250 388 7696	\$1000

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
QVCC Gateway Banner Committee	Jennifer Ferris	250 818 3389	\$2485.70 (Volunteers including committee, jury and designer)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources **\$3 485.7**

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

If partial funding is received we would have to continue to seek partnerships to install or sponsor the installation of the banners. If we were unsuccessful with that aspect QVCC would have to provide cash funding which strains resources that could reduce the degree of service that we deliver as an organization. Alternatively we would not be able to order any banners that can be used to replace banners after typical wear and tear



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
2015 Strategic Plan Grant
Application Form

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: March 2016

Project or program location: Quadra Village

Project or program timeline and major milestones.

Date	Milestone
July/August 2015	Have jury meet, review and decide on the banners
August/September 2015	Have graphic artist finalize the banners and have committee make the order
September 2015	Advise students of their success and install new banners
Late November	Take down banners and install holiday seasonal gateway installations
March 2016	Take down holiday seasonal gateway installations

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 (plus students who completed artwork)

Total volunteer hours required: 110 (does not include student artists)

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Sponsor Plaque | |
| <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Newspaper Advertisement | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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Signature: _____

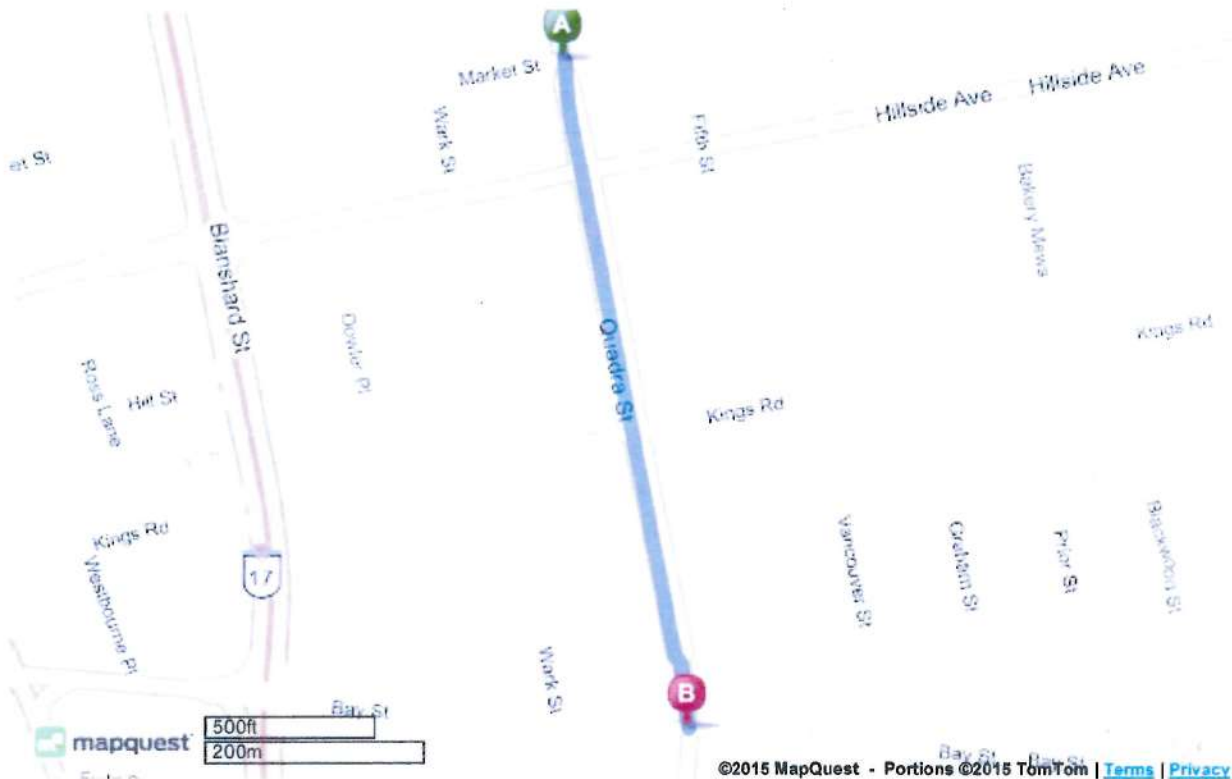
A handwritten signature in blue ink, appearing to read "Kelly Greenwell", written over a horizontal line.

Position: Executive Director

Name: Kelly Greenwell

Date: June 26, 2015

Total Travel Estimate: **0.56 kilometres - about 1 minute**



Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)

Notes

Blue line along Quadra indicates the full extent of the area with the poles where banners can be hung. The Gateway features are located on Quadra near Market and Quadra near Bay St. This is a longstanding banner and gateway project in this area along this stretch of Quadra.



Market St & Quadra St, Victoria, BC V8T



1. Start out going **south** on **Quadra St** toward **Hillside Ave**. [Map](#)



2. **BAY ST & QUADRA ST**. [Map](#)

*Your destination is 0.2 kilometers past Kings Rd
If you reach Empress Ave you've gone a little too far*








Bay St & Quadra St, Victoria, BC V8T

in=ca












7/16/2015

Quadra Village Banner Proposal: Exact Locations

NORTH

	Gateway banner		Beacon Comm. Services
Chicken Souvalki			
Salvation Army Store			San Remo

HILLSIDE AVENUE

Money Mart			Stan Hagen Centre
Bead Store			Poutine shop
Carribian V			People's Drug Store
Stampers			
Quadra Butcher			
Blackapple Cellular			Fairway Market

KINGS AVENUE

			National Access
Wooden Shoe			2551 Quadra
	Gateway Banner		



Quadra Village (main season) Gateway Feature (upper left) with banner/ light post near Bay and Quadra



Quadra Village (Main Season) Gateway Feature at Market and Quadra



Banner/Light Post Near Fairway Market





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2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- X Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- X Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association (FGCA)

Mailing Address: 1330 Fairfield Rd., Victoria, BC V8S 5J1

Contact Person: Vanya McDonell

Email: development@fairfieldcommunity.ca

Telephone: 250-382-4604 ext. 104

Website: www.fairfieldcommunity.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-11840

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 128210259RR0001

Organization mission/mandate

Our mission is to enhance the quality of life in Fairfield and Gonzales by indentifying and acting on the needs of area residents.

Brief history and role in benefitting residents of Greater Victoria

The FGCA was formed in 1975 by a group of neighbours who wanted to have a say in how their neighbourhood developed. Since that time, we have grown into a large service organization, and are the second largest employer in our neighbourhood. We benefit over 20,000 users annually with services for all ages and abilities, from Parent and Tot drop-in and quality child care to recreation classes and community engagement initiatives. We contribute to our neighbourhood's strong identity and keep our services accessible to all regardless of age, ability, or income.

How many paid staff at organization? Full Time: 8 Part Time: 50

How many volunteer staff at organization? 90 Total volunteer hours: 3000

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$2,229,417.00

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Federal Government	25,500	Family Programs (drop-in)
Provincial Government	274,567	Child Care program subsidy, wages for special needs care workers, parent education, Gaming funding for preschool and community programs
City of Victoria	120,400	Community Centre operating grant, custodial grant, neighbourhood development base grant, Youth outreach grant
Fee for Service	762,400	Used to run Out of School Care, camps, preschools, youth and recreation programs, promotion & admin for these programs



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School District #61	1,006,000	Contract for Youth and Family Counselors in schools. Partial subcontract to Quadra Village community centre
Donations and Fundraising	28,800	Support running of programs, some designated towards specific programs eg youth
Foundation grants – United Way	11,250	Youth leadership group
Bank Interest	500	General operations

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Margaret Jenkins Greenways Project

Brief description of the project or program and why the grant is needed.

The proposed greenway will connect two existing active transportation corridors, the Gonzales-Chandler pathway and Irving Road. This will be achieved by formalizing and enhancing what is currently a natural greenway through the grounds of Ecole Margaret Jenkins Elementary School. Table 3 of the City of Victoria's 2003 Greenways Plan identifies this work as one of its Greenways implementation strategies. Also, the City's 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes include this section of greenway within their plans. The grant is needed to undertake the necessary steps to formalize the pathway using paving and landscaping. Of foremost importance is the safety of children on the school grounds, which will be improved by this project. Secondary benefits include greater community cohesion, inclusive placemaking on school grounds, and increased public health via active transportation. City of Victoria parks staff have been consulted and have indicated their alignment with the project.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-model Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

This project will meet and support **Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems** by enhancing school lands and facilities for community wellness and recreation. This is already a much-used corridor by school children and their families as well as the wider community. An intrinsic part of the Gonzales neighbourhood, Ecole Margaret Jenkins School will deepen its connection with residents by formalizing the link between the Chandler-Gonzales pathway and Irving Street. The partnership between the school, the school district, the community association, and the PAC demonstrates effective collaboration for shared purposes. Using playful painted designs, the pathway will contribute to placemaking in the Gonzales neighbourhood, adding to its unique character and acknowledging that this is a space for children and their families to enjoy and feel safe in.

The project will meet and support **Objective 9: Complete a Multi-modal Active Transportation Network** by completing a section that is designated as part of the 2014 Bicycle Master Plan Network and the All Ages and Abilities Bike Routes (see attached map). This project will complete a clear City of Victoria objective and will utilize community resources and partnerships to do so.

Multi-modal transportation corridors such as this contribute to public safety, quality of life, air quality, and placemaking in the city. The project will also increase safety for school children by providing a clearly demarcated space for active transportation, both for themselves and community members who are using the space. Margaret Jenkins students are already leaders in School District 61 for active transportation; this project will increase participation even further and set an excellent example for other schools in the district to follow.

How many will benefit from the project or program? 20,000 Percentage of Greater Victoria Residents? 25% %

Who is your target audience? Residents of Gonzales, students of Ecole Margaret Jenkins School and their families, any residents of neighbouring communities who use active transportation to access the beaches and parks of south Victoria.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$27,900 Amount Requested \$20,700

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 13%

How much is the organization contributing to this project or program? \$7200

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

X Matching funds

Organization Name	Contact Person	Phone Number	Amount
Fairfield Gonzales Community Association – Admin costs	Vanya McDonell	250-382-4604 x 104	\$2000

X In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Volunteer intern architect	Carrie Smart	250-480-4802	10hrs @ \$40/hr=\$400
Unskilled volunteer hours Margaret Jenkins PAC	Anne Tomyon	250-381-7816	100 hrs @ \$15/hr=\$1500
Paint donation	Source unconfirmed – will solicit community partners		\$500
Paving/asphalt in-kind portion	Unconfirmed – in discussions with Island Asphalt		\$2500 - estimated
Plants for landscaping	Source unconfirmed – will solicit community & FGCA garden committee		\$300

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$7200

Partial funding may be available. Will the project occur without full funding by the grant? X Yes ☐ No



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If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

If we receive partial funding, the project may be scaled back to fit the funding envelope. Auxiliary funding will be sought from organizations such as Recreation Foundation BC. If we do not receive any funding, the project will not proceed unless full funding is secured from another source. Amount of funding will not impact the organization in any substantial way, as operations will be scaled to fit the funding envelope, and we already have the administrative capacity in place to support this project.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: November 2015

Project or program location: Ecole Margaret Jenkins School, 1824 Fairfield Rd.

Project or program timeline and major milestones.

Date	Milestone
August 1, 2015	Finalize plans for pathway, in consultation with paving company, SD 61, City Parks
September 1, 2015	Begin groundwork – move fence and replace
September 15, 2015	Excavate and grade where needed
September 22, 2015	Pave pathway
September 30, 2015	Volunteer painting begins, weather permitting
October 7, 2015	Concrete sitting wall installed
October 15, 2015	Landscaping installed
November, 2015	Celebration event

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 Total volunteer hours required: 110

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☒ Annual Report

X Other Celebration event and press release

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City



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- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Executive Director

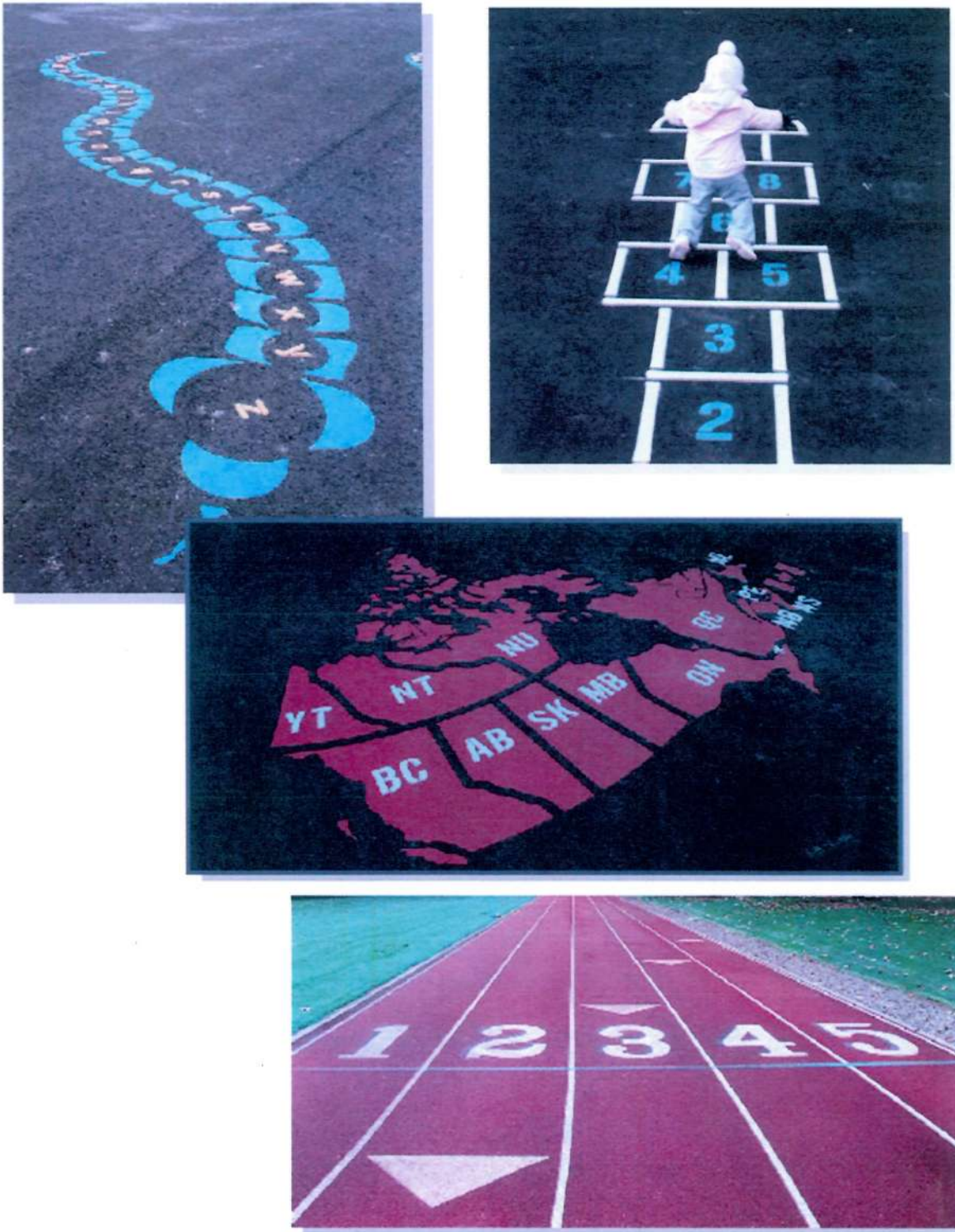
Name: Joan Kotarski

Date: June 25, 2015

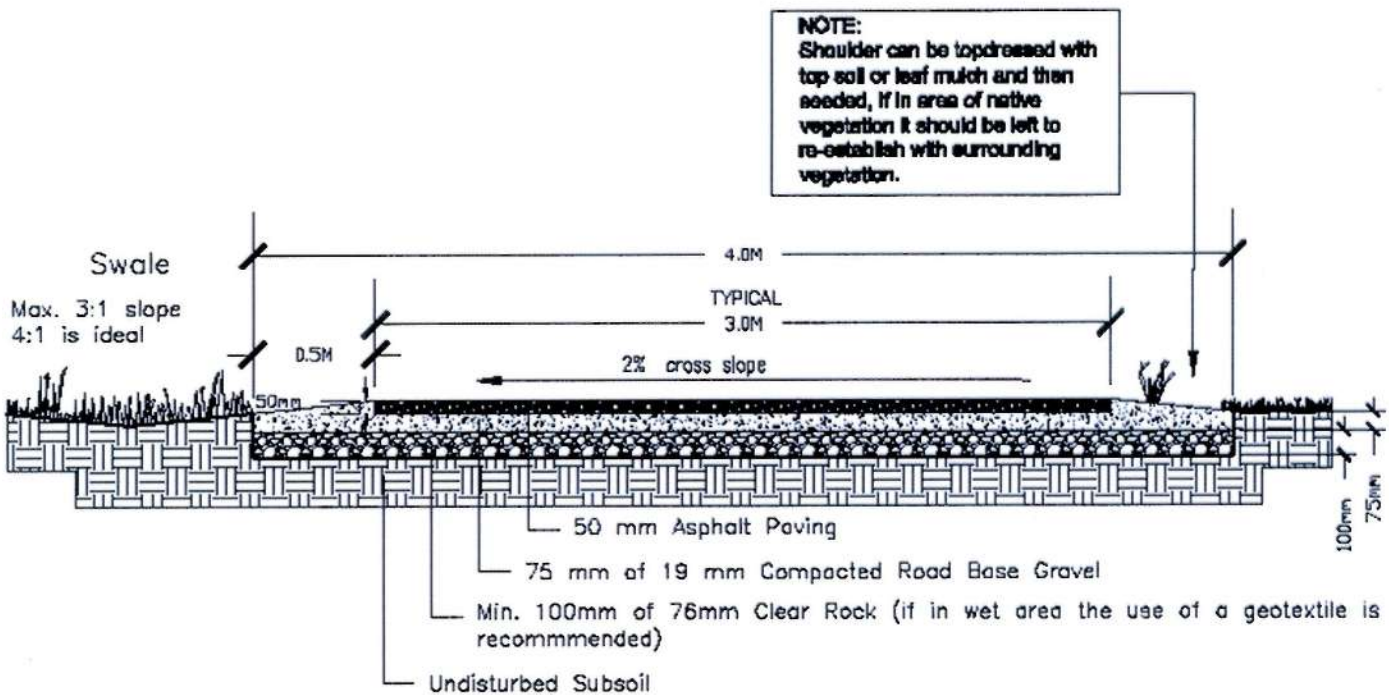
Appendix F



Appendix F



Examples of creatively painted asphalt surfaces



DETAIL NAME:

ASPHALT TRAIL

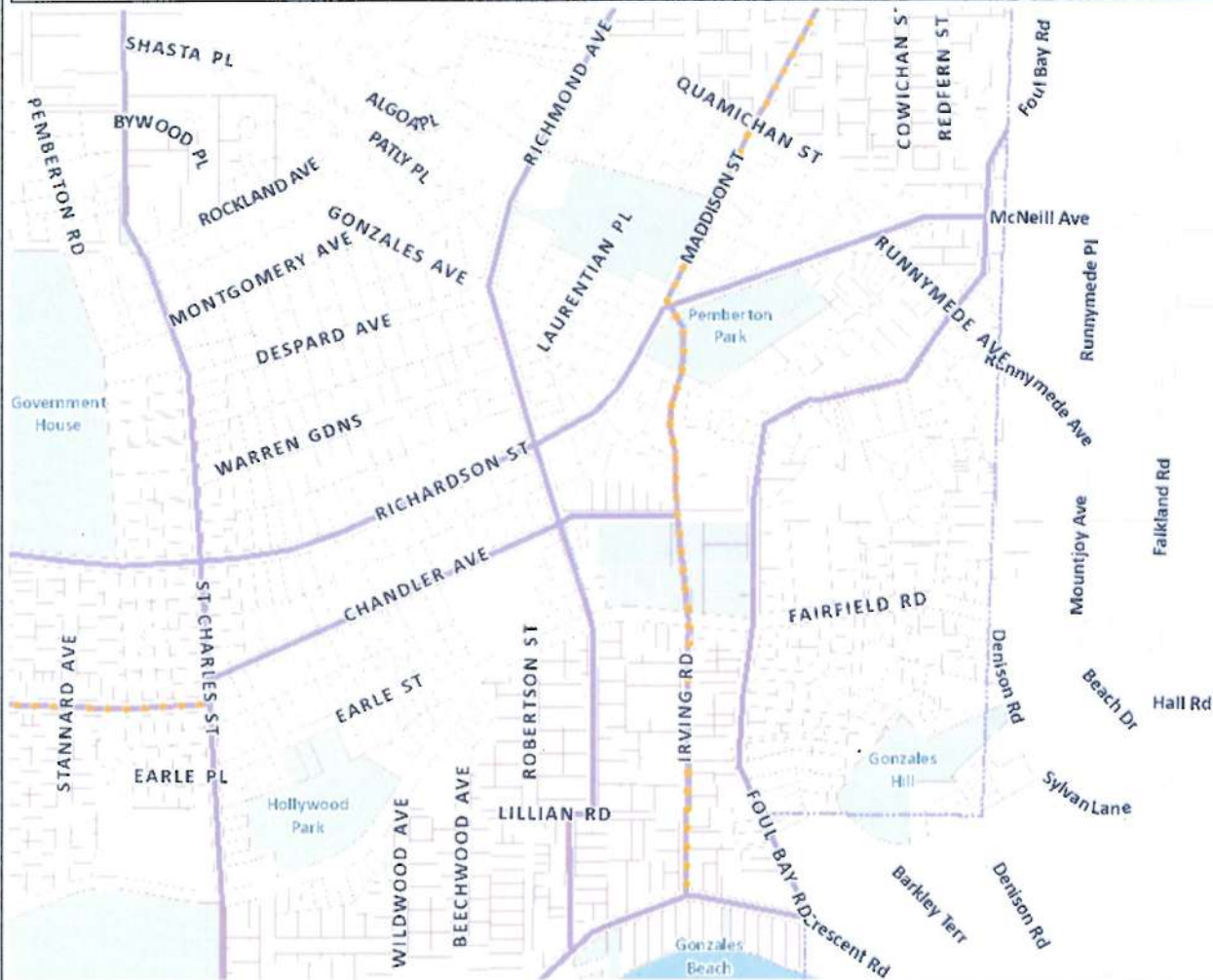
DATE:

DRAWN:

APP'D.

SCALE: NTS

DRAWING



Legend

-  Victoria Parcels
-  Bike Routes: All Ages and Abil
-  Bicycle Master Plan Network 2
-  Parks

1: 7,687



Notes

390.5 0 195.25 390.5 Meters

NAD_1983_CSRS_UTM_Zone_10N

Public domain: can be freely printed, copied and distributed without permission.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



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1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☒ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☒ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: IslandTransformations.Org Educational Society

Mailing Address: 435 Kipling Street, Victoria, B.C. V8S 3J9

Contact Person: Gerry Howell Jones

Email: ghowellj@telus.net

Telephone: 250-383-2501

Website: islandtransformations.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-0045923

Are you a registered Charity? ☐ Yes ☒ No

Charity Registration Number: n/a

Organization mission/mandate

- Work for sustainable solutions to community concerns on or adjacent to Vancouver Island, and
- Act as a catalyst for activities that help provide 1) an enhanced quality of life that ensures a sustainable, healthy safe environment and 2) a sustainable economy that encourages prosperity for all and enhances human dignity

Brief history and role in benefitting residents of Greater Victoria

- Researched & published *The Light Rail Economic Opportunity Study* in 2002; subsequently made presentations on findings to about 50 Greater Victoria organizations.
- Organized The Malahat Coalition (promoting alternatives to highway expansion) and Cool Capital Coalition (challenging all CRD municipalities to create *Climate Protection Actions Plans* to cut greenhouse gas emissions); supported the Cool Colwood initiative.
- Continuing to mount displays at various venues throughout the CRD on rail based integrated transportation & renewable energy.
- Continuing to produce weekly web based newsletter focusing on sustainable transportation, integrated planning and renewable energy.

How many paid staff at organization? Full Time: Nil

Part Time: Nil

How many volunteer staff at organization? Nil

Total volunteer hours: More than 800 hours annually

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? Basic budget of \$300, supplemented by project grants & honorariums _____

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Memberships	\$300	Room rentals & display materials
Project grants	Vary annually	Project costs



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Student presentation honorariums	Vary annually	Room rental costs

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Ivy Place Right-of-Way Enhancement

Brief description of the project or program and why the grant is needed.

The Ivy Place Right-of-Way in Oaklands is a steep hillside covered in vegetation, including a significant camas field and large Garry Oaks. With no defined use, and not used for vehicles, it has become an interesting rambling walking pathway for the locals, including children going to school and mediation walks, and as a walking connector. However, it remains a "secret" pathway to the general neighbourhood due to its hidden entranceways and unmaintained appearance.

This project will establish a well-defined pedestrian walkway at the Ivy Place Right-of-Way while enhancing the endangered Garry Oak ecosystem and addressing water considerations. Neighbours, school kids and local community, together in a collaborative effort with the City and environmental organizations will pool their resources to plan, remove invasive plants, plant new native shrubs and flowers, and improve the entranceways. The project will provide education on natural areas and lessons learned through walks, workshops/work parties, and the project report.

The grant is needed 1) to help provide focus to the project involving a wide range of participants: the City, neighbours, school kids, environmental groups, and the local community and 2) to provide key funding for plants, pathway material, signage and a watering tap.

The best time to plant native plants is in November/December, and therefore this project can be completed by year end versus other natural area projects in which main planting season is usually spring. This also means that the results and final report of this project can be quite useful as an early example for other projects throughout Victoria, and for the City to evaluate the suitability of the new granting process.

Does this project or program impact public space? ☒ Yes ☐ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input checked="" type="checkbox"/> Build Financial Capacity of the Organization | <input checked="" type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development | <input checked="" type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Innovate and Lead: Working collaboratively with the City, local community and environmental/natural area organizations, this project will help provide the principles for 1) establishing a Greenways advisory committee and 2) the enhancement of natural

areas within what is already public space.

Engage and Empower the Community: This project will show how local residents can work proactively together to enhance their unique area, which in this case is the ambience and pedestrian connectivity of the Ivy Place Right-of-Way. This project builds upon Edmonton's Great Neighbourhood initiative in which a key element is "working with residents and supporting their efforts to create the place they want their neighbourhoods to be". The topography of the Ivy Place Right-of-Way naturally lends itself to walking only, which makes it an ideal candidate to support walking programs such as "Walk On, Victoria".

Strive for Excellence in Planning and Land Use: An on-going discussion and debate in Victoria is how to manage and define the use of the large number of ill-defined road Right-of-Ways. Driven by placemaking principles, this project will focus on one of those Right-of-Ways, Ivy Place, with a goal to enhancing it and the local surrounding area, and as a connector to local urban village (Hillside Centre) and public transportation.

Build the Financial Capacity of the Organization: This project will provide an opportunity to explore how pedestrian walkways in natural areas can enhance the neighbouring properties in value, quality and usability.

Create Prosperity Through Economic Development: Economic development in Victoria is often focused on the downtown hub, yet the outlying neighborhoods also have enormous potential for both building economic growth and diversifying. The area surrounding Ivy Place has already seen an early indication of the growth potential of economy and local jobs by having natural areas and Greenways as prominent features; this project will build upon that foundation and encourage this emerging trend.

Make Victoria More Affordable: Too often "more affordable" necessitates that natural areas are first to be sacrificed; but that need not be the case here. The Ivy Place "Right-of-Way" and surrounding area provides the opportunity through cooperative and smart planning to protect and enhance the natural areas at the same time as providing affordable housing through, for example, appropriate use of garden suites. Also see objective below, "Facilitate Social Inclusion and Community Wellness".

Facilitate Social Inclusion and Community Wellness: One successful way of promoting community wellness in a bustling city is to provide some significant natural pockets in the local neighbourhood so that residents, including school children, can immerse themselves in the natural experience not only more frequently but also without having to travel long distances. This ensures more equal access to natural areas for those on limited incomes that cannot afford and would not otherwise be able to travel to intriguing, natural-oriented destinations outside the city.

Enhance and Steward Public Spaces, Green Spaces and Food Systems: The most important objective that this project addresses is to enhance a public space, which happens to already be a green space. This project can provide valuable "hands-on" input into the Parks Master Plan, will enhance the native Garry Oak ecosystem, and improve connectivity for the ecosystem corridor to Summit Park. Many native plants are edible and indeed were important food sources for native peoples. They have the advantage of requiring much less watering, or perhaps none, after they have been established (especially important in terms of conserving valuable water resources, something that will only become more critical as we see the effects of Climate Change).

Complete a Multi-Modal and Active Transportation Network: The focus of this project is to provide an intriguing walking experience with connectivity. It is already used quite extensively by residents of the local neighbourhood, but needs improvements, particularly at the entranceways in order to tie it in and identify it as part of a recognizable pedestrian transportation network to the local urban village, (Hillside Centre), public transportation and another important 2015 Greenway connector, the Doncaster pathway which is scheduled by the City of Victoria for improvement in Summer 2015. The project could also provide an early "pilot" for the "No Exit for Motor Vehicles" signage program planned by the City of Victoria.

Nurture Our Arts, Culture and Learning Capital: The arts and culture partners, local schools and daycares will be engaged through the educational walks focused on native natural areas and involvement in planting work parties.

Steward Water Systems and Waste Stream Responsibly: The Ivy Place "Right-of-Way" is on the edge of the Bowker Creek watershed. This project will highlight the importance of Bowker Creek and implement measures to handle water drainage issues. The project is also on top of a hill, so it will also focus on water retention techniques to reduce strain and issues downhill.

Plan for Emergencies Including Climate Change Short and Long-Term: While it is recognized that this objective is focused on dealing with emergencies, one possible cause of such emergencies is noted as "Climate Change". The Ivy Place Right-of-Way project addresses Climate Change in many ways, which helps reduce the need for such emergencies, particularly if replicated in other areas. This is accomplished: by enhancing the non-motorized transportation, reducing the need for vehicular traffic; by providing an intriguing local natural attraction, more people will spend their time in the area rather than driving to more distant destinations; by establishing a strong pool of native plants which are arguably more resilient to Climate Change effects.

Demonstrate Regional Leadership: While it is recognized that this objective is focused on amalgamation, the title is "Demonstrate Regional Leadership" and in that regard, this project can show leadership. As noted in the above objectives, this project shows regional leadership by: empowering the community, effective and appropriate use of Right-of-Ways, incorporation of natural areas and pedestrian Greenways, community wellness, Bowker Creek awareness, and addressing Climate Change.

How many will benefit from the project or program? Oaklands and surrounding area

Percentage of Greater Victoria Residents? n/a%

Who is your target audience? local community and residents, walkers, schools, daycares, workers



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 3850 Amount Requested \$ 1900

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0 %

How much is the organization contributing to this project or program? \$ 1950 (through volunteers, see below)

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Volunteers	Clare Thomas	(778) 679-8940	\$1950

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$ 1950

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without funding, the project would not have the plant or path material to work with, and so the project would not be able to proceed.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: July 24, 2015 To: December 31, 2015

Project or program location: Ivy Place Right of Way Enhancement

Project or program timeline and major milestones.

Date – Start to (Milestone)	Activity (Milestone)
Jul 2015 to (Oct 2015)	Develop detailed ecosystem plan covering planting, pathway, maintenance, drainage aspects, including watershed protection for Bowker Creek (Plan completed)
Jul 2015 to (Oct 2015)	Research plant inventory and develop mapping (Inventory/map document complete)
Jul 2015 to (Dec 2015)	Develop project report document as the project evolves, with significant findings and observations (Final report document completed)
Aug 2015 to (Dec 2015)	Remove invasive plants (Ongoing)
Sep 2015 to (Dec 2015)	Determine location of directional signs in neighbouring area (Signs erected)
Sep 2015 to (Dec 2015)	Design entranceways to increase visibility and engage local community (Entranceways installed)
Sep 2015 to (Dec 2015)	Implement water retention, drainage, soil erosion measures (Measures completed)
Nov 2015 to (Dec 2015)	Plant native shrubs and flowers (Planted)
Nov 2015 to (Dec 2015)	Enhance pathway surface (Upgraded surface)
Dec 2015 to (Dec 2015)	Update Native Ecosystem Corridor plan (Plan completed)

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 Total volunteer hours required: 130

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

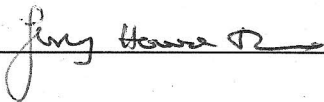
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____ | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: Secretary

Name: Gerry Howell Jones

Date: June 25, 2015

**Ivy Place Right-of-Way Enhancement
2015 Budget**

Expense Item	City funded	Other Sources	Total
Volunteer Labour		\$1,950.00	\$1,950.00
Native Plants	\$900.00		\$900.00
Directional Signs	\$550.00		\$550.00
Path material	\$200.00		\$200.00
Watering tap	\$250.00		\$250.00
TOTAL	\$1,900.00	\$1,950.00	\$3,850.00

2015 Annual Report BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: **June 23, 2015 12:26 PM Pacific Time**

ANNUAL REPORT DETAILS

NAME OF SOCIETY

ISLANDTRANSFORMATIONS.ORG EDUCATIONAL SOCIETY
435 KIPLING STREET
VICTORIA BC
CANADA V8S 3J9

SOCIETY INCORPORATION NUMBER

S-0045923

DATE OF INCORPORATION

April 3, 2003

DATE OF ANNUAL GENERAL MEETING (AGM)

May 22, 2015

DIRECTOR INFORMATION as of May 22, 2015

Last Name, First Name, Middle Name:

DILLER, ERIC

Physical Address:

9250 EAST SAANICH RD
NORTH SAANICH BC V8L 1H8

Mailing Address:

9250 EAST SAANICH RD
NORTH SAANICH BC V8L 1H8

Last Name, First Name, Middle Name:

FAULKS, RICHARD M

Physical Address:

196 WERRA RD
VICTORIA BC V9B 1N4

Mailing Address:

196 WERRA RD
VICTORIA BC V9B 1N4

Last Name, First Name, Middle Name:

GARTSHORE, IAN ELLIOT

Physical Address:

353 7TH ST
NANAIMO BC V9R 1E3

Mailing Address:

353 7TH ST
NANAIMO BC V9R 1E3

Last Name, First Name, Middle Name:

Victoria City Council - 05 Aug 2015

HENDERSON, IRWIN

Physical Address:

158 MEDANA ST
VICTORIA BC V8V 2H5

Mailing Address:

158 MEDANA ST
VICTORIA BC V8V 2H5

Last Name, First Name, Middle Name:

HOWELL JONES, GERRY (Name Correction or Legal Name Change from JONES, GERG-HOWELL)

Physical Address:

435 KIPLING ST
VICTORIA BC V8S 3J9

Mailing Address:

435 KIPLING ST
VICTORIA BC V8S 3J9

Last Name, First Name, Middle Name:

TROTTER, ROBERT

Physical Address:

3823 MERRIMAN DRIVE
VICTORIA BC V8P 2S8

Mailing Address:

3823 MERRIMAN DRIVE
VICTORIA BC V8P 2S8

Last Name, First Name, Middle Name:

WICKSON, ROBERT

Physical Address:

2836 INEZ DRIVE
VICTORIA BC V9A 2J1

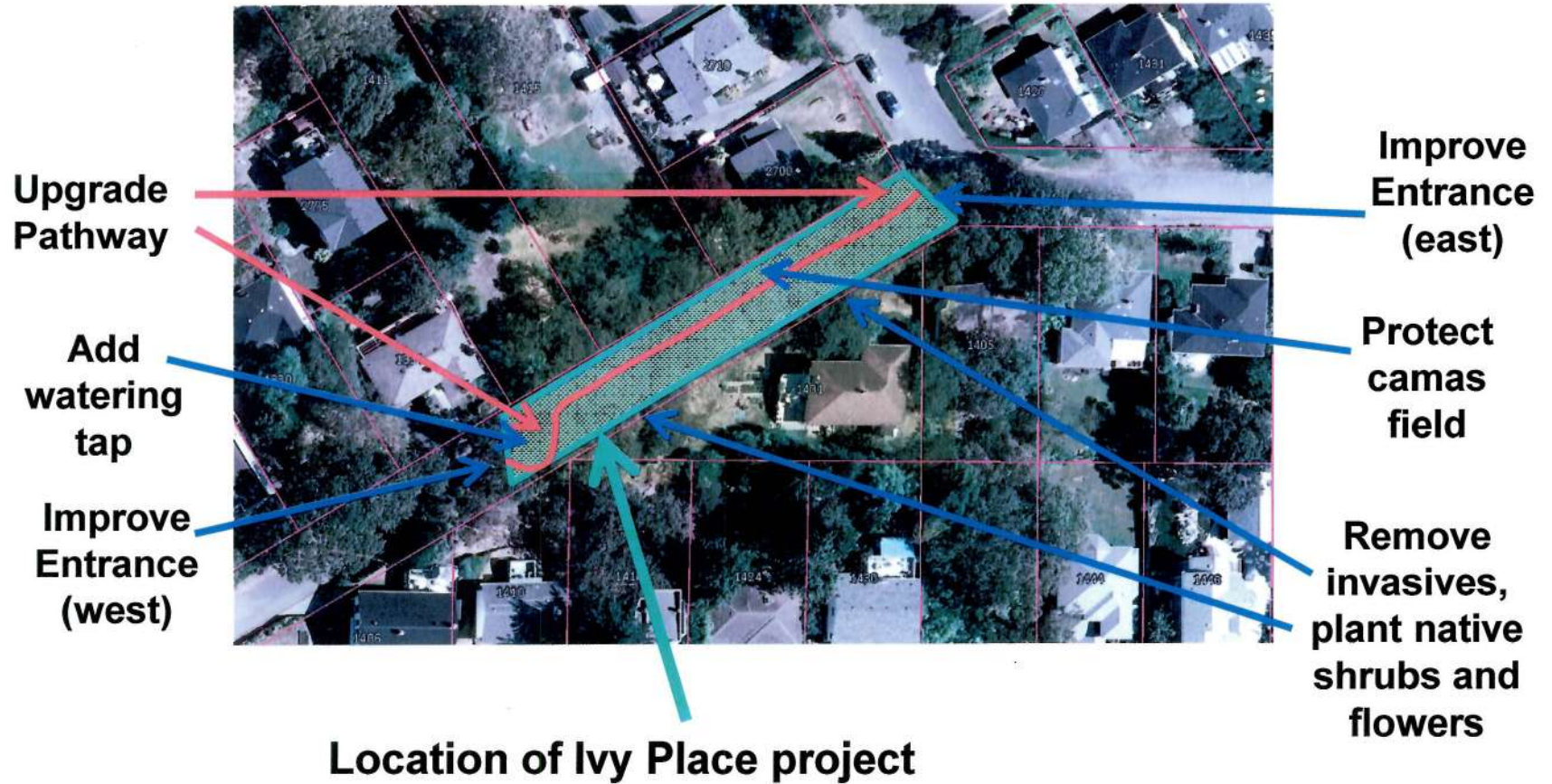
Mailing Address:

2836 INEZ DRIVE
VICTORIA BC V9A 2J1

IslandTransformations.Org
Financial Statements
As of March 31, 2015

INCOME & EXPENSES	2013-14	2014-15	Change	Notes
Income				
Contributions	75.00	0.00	-75.00	No geography class presentat
Interest - chequing/savings	0.19	0.03	-0.16	
Interest - term deposit	36.93	37.37	0.44	
Membership dues	155.00	110.00	-45.00	Arrears to be collected this
Total income	267.12	147.40	-119.72	
Expenses				
Displays	31.50	160.75	129.25	Insurance for CUPF display plus pamphlet printing
Meeting hall rental	0.00	0.00	0.00	
Meeting room rental	0.00	120.00	120.00	\$60 owing (plus \$180 from last fiscal year)
Society Act filing	25.00	0.00	-25.00	\$25 to be reimbursed
Donations	0.00	0.00	0.00	
Cheque purchase	0.00	75.95	75.95	Original cheque order sufficed until 2014!
Total Expenses	56.50	356.70	300.20	
Net Income	210.62	-209.30	-419.92	
ASSETS & LIABILITIES	Mar 31,14	Mar 31,15	Change	
Assets				
Cash box	23.72	23.72	0.00	
Chequing/Savings a/c	1,098.36	851.69	-246.67	
Term deposit	3,114.03	3,151.40	37.37	Bequest in term investmen
Credit Union shares	5.00	5.00	0.00	CCSCU moved shares to separate account in Feb/13
Total Assets	4,241.11	4,031.81	-209.30	
Current Liabilities				
Equipment Maintenance Fund	177.30	177.30	0.00	No LCD projector rental this FY
Meeting room rental owing	180.00	240.00	60.00	Invoice requested
GST payable	-205.93	-205.93	0.00	
Total Current Liabilities	151.37	211.37	60.00	

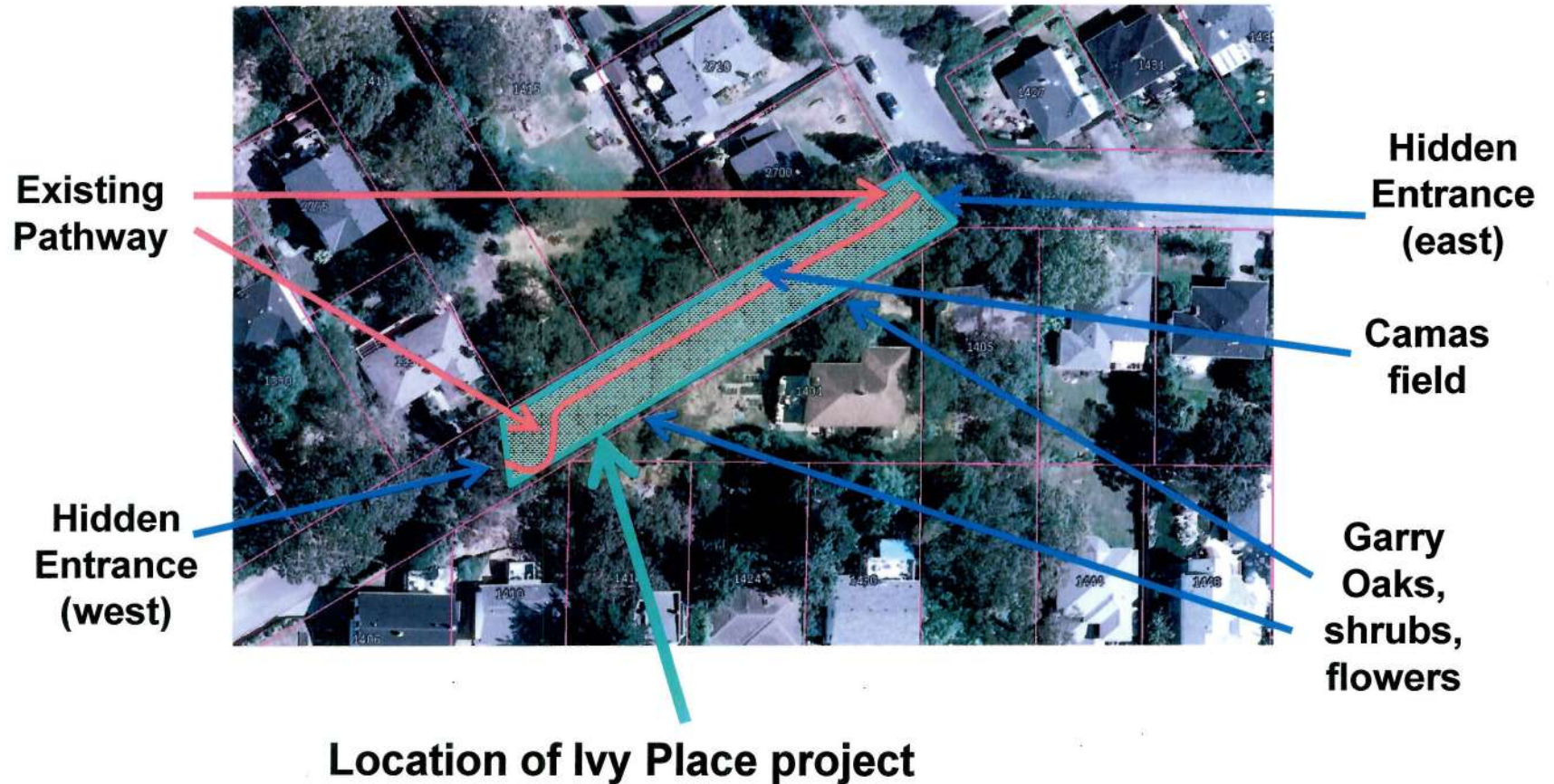
Enhancement of Ivy Place



Surroundings of Ivy Place



Existing Ivy Place Features



Existing Ivy Place Features



**Existing path among Garry Oaks,
shrubs and flowers**

Existing Ivy Place Features



Camas

Existing Ivy Place Features



Hidden Entrance (east)

Existing Ivy Place Features



Hidden Entrance (west)

Janet Hawkins

From: G Henderson [REDACTED]
Sent: Tuesday, Jul 21, 2015 9:33 PM
To: Public Hearings; Councillors; Lisa Helps (Mayor)
Cc: Rob Woodland; Ludo Bertsch; Gerry Howell Jones
Subject: 2015 Strategic Plan Grant Applications that Impact Public Space
Attachments: 2015_IvyPlace_Mayor & Council.docx

TO: Mayor and Council, City of Victoria

RE: Ivy Place Right-of-Way Enhancements
Island Transformations.Org Educational Society

We would like to add the attached document to Agenda Item I (3)
(Unfinished Business, 2015 Strategic Plan Grant Application that
Impact Public Space) for the City Council meeting of July 23, 2015.

We would be very grateful if you could ensure that this document is
considered during that Agenda item. Many hours have been spent by
volunteers in bringing the project to this meeting's decision-point.

Respectfully,

Irwin Henderson
President, ITO

Ludo Bertsch
Project Coordinator

Clarification Note for Mayor and Council

Re: Ivy Place Right-of-Way Enhancement

Why is the Ivy Place project significant?

- Enhancement of an existing Garry Oak ecosystem and much-used walkway
- Supports all the City's Strategic Objectives, including engaging community and stewarding natural water systems
- Adds to the Greenways Plan complete with an existing natural ecosystem and helps build its legacy through a showcase project
- Ivy Place was part of the original proposal for the Ryan Street Greenway in 2003, which is now a neighbourhood success.
- Leverages a small city investment (less than \$2,000) into a high-value grassroots community investment
- Close collaboration with the City and engaging neighbours will ensure high-quality work
- Although small in size, the project enables significant walk connectivity for the whole neighbourhood
- The steps are simple, efficient and down-to-earth: design plan, collaborate, pull invasives, plant native plants, improve entrances.
- The community volunteers are now ready to start.

This submission was written to inform councilors and mayor that **The Ivy Place project is actually simple, compared to similar projects:**

- The Ivy Place walkway has been established for many years with a clear separation from vehicles. Other Greenway projects have had the complexity of defining and separating walkways from vehicle use and introducing fences and other barriers.
- The natural ecosystem at Ivy Place is already there, while other projects have had to build up the natural areas from scratch.
- Neighbours using wheelbarrows and hand shovels will suffice for Ivy Place
 - no major construction work will be needed.

Note: Further information provided in backgrounder, see next section.

Ivy Place - Backgrounder

We believe the staff comments in the “2015 Strategic Plan Grant Report” (June 29, re: complex) and "2015 Strategic Plan Grant Applications that Impact Public Space" report (July 16) regarding the Ivy Place project require a response and clarification to do justice to the project.

Summary Response to July 16 staff report:

- 1) lack of a detailed design plan not a shortcoming, but essential to engaging participants and creating clear vision
- 2) collaborative effort with City means that our plan would be approved by the City before moving ahead with investments
- 3) project has already started neighbour consultation; developing full neighbourhood consultation with clear detailed plan is simple
- 4) maintenance/replacement program to be developed with ITO during detailed plan stage, using best practices from similar projects
- 5) Ivy Place is a well-established walkway suited to be added Greenway plan

In more detail

- 1) The staff report seems to imply a shortcoming in our project by not including a detailed design plan. In our Ivy Place project document, we clearly showed that our first step is to develop the detailed plan within the project (in Section 6), which we believe is prudent. Instead of deciding beforehand the details of plan, we believe a more appropriate and engaging approach is to involve a range of participants. We suggest that staff's comment should be considered a note of interest rather an indication of a shortcoming of our project document.
- 2) The staff report also seems to imply that we had not anticipated approval by staff of our detailed plan prior to investments. Perhaps staff overlooked our note in Section 4, where we discussed the collaborative effort with City in the plan. This means that our document already shows that the plan would have to be approved by City before moving ahead.

Therefore, we agree that the action (b), "a detailed design and long-term plan be approved by staff prior to investing in pathway improvements and plant material", submitted by staff is appropriate, but we believe it should be considered a clarification note rather than an indication of a shortcoming of our original project plan.

- 3) We feel that the staff report also seems to imply that we have had to provide public consultation before our project begins. We already have started with a core group of 8 volunteers in the neighbourhood, 4 of which live next to or within 50 meters to work on the general plan. We believe a detailed plan developed within the project itself will engage public consultation of a wider group of the neighbourhood through collaboration (Section 4) and will actually simplify the work through clarity. As noted before, the project advancement beyond the plans will require staff approval and so that gives assurance to the City that there will be appropriate engagement of neighbourhood residents.

So, we agree that the action suggested by staff, "the proponents engage in public consultation with the neighbourhood residents", but emphasize that it should be part of the project itself and not as a requirement before commencing the project.

- 4) We note that the staff report recommends a maintenance and replacement program be developed with ITO. We note we included maintenance as part of the detailed plan outlined in the first step (Section 6). We agree that it would be appropriate and more efficient to include the clarification as suggested by staff: "An agreement be drafted with Island Transformations Org Educational Society outlining the applicant's responsibility for the maintenance and replacement of the pathway and plants".
- 5) The staff report mentions that Ivy Place is not presently on the City's Greenway Plan, but this should not prevent the project from proceeding. The Greenways Map was developed over 10 years ago and has not been updated since. Ivy Place has been used for many years exclusively as a walking corridor, and so its use is not changing.

IslandTransformations.Org Educational Society
July 21, 2015 Draft.



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant

Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

Number under section 2 Society or Charity confirmation – ✓ Provide society number ✓ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: James Bay Neighbourhood Association

Mailing Address: c/o 234 Menzies St V8V 2G7

Contact Person: Marg Gardiner

Email: marg.jbna@shaw.ca

Telephone: 250-360-0300

Telephone: 250-360-0300

Website: jbna.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ✓ Yes

Society Registration Number: S-0031280

Are you a registered Charity? ✓ No

Organization mission/mandate

The mandate of the James Bay Neighbourhood Association (JBNA) is to enable the community to be actively involved in the preservation, rehabilitation, and planned development of James Bay, so as to preserve and enhance the quality of the environment and life therein.

Brief history and role in benefitting residents of Greater Victoria

JBNA has served the James Bay as the community land-use organization for James Bay since 1993. It contributes over a thousand hours of community service each year. JBNA is the only community organization that holds monthly open public informational meetings at which any resident from James Bay may speak on an issue.

As of July 1, JBNA will have the insurance necessary to carry out projects such as the one this application supports.

JBNA has identified, through the residents' survey, correspondence, and General Meetings resident concerns with regards to land use including the use of public property, JBNA will now be in a position to broaden activities to highlight public realm and to further engage the community in land use and environmental matters. Regarding the City created/owned ramp at the north side of Fisherman's Wharf Park, which is the site for this project, **JBNA requested that this ramp be built** as it was not in the original Fisherman's Wharf Park concept plan approved by Council.

How many paid staff at organization? Full Time: 0

Part Time: 0

How many volunteer staff at organization? **6 on Board, 5 newly appointed volunteers on DRC and O&A Committees and other volunteers as needed**

Total volunteer hours: 1000-2000/yr

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? **Unknown for 2015/16: 2014/15 = \$3,700,**

What other sources of funding do you receive and how is it used? **A few donations, upon occasion, collected at public meetings.**

Used to provide snacks a couple times each year.

Source	Total Funding	Use
CoV	TBD	All JBNA activities, public meetings, administrative, web-site, advertising etc

Has the organization filed for bankruptcy or currently seeking credit protection? ✓ No



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Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Fisherman's Park Mural: The Ramp**

Brief description of the project or program and why the grant is needed.

The ramp at the north end of Fisherman's Wharf Park is well used but unsightly; it is a chunk of concrete with metal railings. A mural, in these with Fisherman's Wharf would enhance the experience of Fisherman's Wharf Park for residents and visitors. See photos on the last page.

The project would involve the following:

~ inviting JB children (through schools and home-schooling groups) to participate in a MURAL visioning at the park, with children contributing their ideas of items/pictures to be included on the Mural. Tent to be sent up and children provided with colouring materials such as sidewalk chalk, paper, other coloring materials etc. The event budget would be about \$600 for advertising (JB Beacon) materials and snacks.

~ assembling concepts and creating paper template of mural (under supervision of art consultant)

~ base-coat painting of the wall, and painting of the mural by volunteer "older" children and adults

~ top-coating with sealant of the mural.

~ volunteers paint and supplies as estimated through discussions with Industrial Plastics and Paints = \$550.

Total costs for project \$1,150 plus administrative/contingency of \$100 = \$1,250 plus 200-300 volunteer hours.

Does this project or program impact public space? ☒ Yes

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input checked="" type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input checked="" type="checkbox"/> Strive for Excellence in Land Use | <input checked="" type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The project would serve the community well by permitting residents to be part of the creation of the park – making it even more of a community amenity than it has become. It will transform a plain concrete wall that is a visual focus as one approached the park from the north side, providing a visual break between the hard-top pavement area and the park. The theme or design of the mural would be reflective of the area, meaning the park, sea and nature.

The mural will engage and empower residents before, during, and after its creation. It will facilitate inclusion by inviting school-age children in James Bay to participate. The public space will be enhanced with artful colour.

This would be the first special project grant to JBNA funded by the City.

With the new grant program, the JBNA Board has identified 3 projects: This is the first, which would serve to engage residents in a different way, leading to the more significant projects to follow. In the fall, JBNA will submit an application for a Douglas Street charrette/place-making event which would focus on specific intersections on Douglas facing Beacon Hill Park; in the fall of 2016, JBNA intends to submit an application for a charrette/place-making event which would focus on Five Corners shortly after the completion of phase 1 of Capital Park.

How many will benefit from the project or program? **Thousands** Percentage of Greater Victoria Residents? **20-50% & Visitors**

Who is your target audience? **All residents and visitors to Fisherman's Wharf Park and Fisherman's Wharf**



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Breakdown of all expenses for this project.

Promotion/Invitation:

JB Beacon: \$100	Posters: \$50	\$ 150
Paper, colouring materials, chalk etc		\$ 125
Event snacks: Ice cream, cookies, fruit		\$ 325
Paint Estimate from Industrial Plastics for 300 sqft:		
Base coat \$70 10x1litre = \$200 sealant \$50 + taxes		\$ 350
Brushes, rollers etc		\$ 100
Drop-sheets, cleaner, etc		\$ 100

Total costs for project \$1,150 plus administrative/contingency of \$100 = \$1,250 plus 200-300 volunteer hours.

What is the project or program: Total Cost \$ 1,250 Amount Requested \$ 850

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 9 %

How much is the organization contributing to this project or program? \$100 & any extraordinary costs plus management etc

Please indicate the funding sources for this application:

✓ City Consultation

Organization Name	Contact Person	Phone Number	Amount
CoV Transportation	Nick Armstrong	narmstrong@victoria.ca	NIL

✓ In-Kind contributions

Art Consultant	Contact Person	Phone Number	Amount
Ret'd: formerly Coordinator BC Art Collection, Cultural Services Branch, Gov't of BC	Don Lindsay	250-385-5883	Nil

✓ Corporate Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Jackson's Ice Cream	Avio Jackson	250-858-0052 onebigcone@yahoo.ca	up to \$200 of ice cream cones
Thrifty Foods	Ed Helms	enelms@thriftyfoods.com	\$100 worth of food treats plus serving

✓ Other

Organization Name	Contact Person	Phone Number	Amount
JBNA in kind organizational time and coordination of events	Marg Gardiner Britta Gundersen-Bryden	marg.jbna@shaw.ca bgbryden@gmail.com	in-kind in-kind

Grand Total of Other Funding Sources \$ \$300 donations

Partial funding may be available. Will the project occur without full funding by the grant? X No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

The project will not proceed.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015
**2015 Strategic Plan Grant
Application Form**

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: **September, 2015** To: **Oct 2015 or April 2016 weather dependent**

Project or program location: **Ramp at Fisherman's Wharf Park** (North west side)

Project or program timeline and major milestones.

Date	Milestone
	NOTE: Timeline is weather dependent and will be adjusted as needed.
September 2015	Scope program and invite participation (schools and home-schooling groups)
September/October	Visioning Event
October	Create mural template
October (or when dry weather period permits)	Creation of mural
recognition: CoV funding	Newsletters, Meetings, Letter to JB Beacon

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 - 120 Total volunteer hours required: 200 - 300

Can the project or program occur without volunteer support? ☒ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Newsletter to 250 households |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other JBNA happenings in the JB Beacon | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

Position: **President, JBNA**

Name: **Marg Gardiner**

Date: **June 24, 2015**

*City Property/Site and photos of ramp wall:
Note: red dotted line indicates City property line*





1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Strategic Plan Grant Application Form

*City Property/Site and photos of ramp wall:
Note: red dotted line indicates City property line*



City of Victoria | 2015 STRATEGIC PLAN GRANT APPLICATION FORM 5



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca

2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street, Victoria BC V8V 3N4

Contact Person: Jane Butler McGregor, CEO

Email: butlermcgregor@vcm.bc.ca

Telephone: 250 386 5311

Website: www.vcm.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S6880

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 108172255

Organization mission/mandate

The VCM's mission is "to enrich lives through music in a thriving community accessible to all" and it realizes it through five primary program streams: Community schools, Post-Secondary School, Summer Schools, Music Therapy program, and Public Performance activities.

Brief history and role in benefitting residents of Greater Victoria

Founded in 1964, the VCM is among the largest federally registered charities in Victoria reaching 4,500 students and 44,000 concert patrons each year providing social, cultural and economic benefits to the community. A main artistic institution, the VCM uniquely reaches a broad range of people of all backgrounds: from 4 months of age to seniors, beginning students to those who aspire to a professional career, the musically gifted as well as those with developmental or physical challenges. As well, VCM's Alix Goolden Performance Hall was voted Victoria's Top Live Music Venue in Monday Magazine's 12th Annual M Awards.

How many paid staff at organization? Full Time: 55

Part Time: 159

How many volunteer staff at organization? 200

Total volunteer hours: 2,200

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$4,658,517

What other sources of funding do you receive and how is it used?

Source	Total Funding	Use
Tuition Revenue	\$2,766,850	Operating – payroll, maintenance, utilities, etc.
Other Revenue	\$61,590	Operating – payroll, maintenance, utilities, etc.
Events Revenues (Rentals, concerts)	\$222,815	Operating – payroll, maintenance, utilities, etc.
Sub-Leases Revenues	\$60,408	Operating – payroll, maintenance, utilities, etc.
Fundraising – donations, grants, government funding, events, sponsorships	\$1,276,320	Operating – payroll, maintenance, utilities, etc.

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

Victoria City Council - 05 Aug 2015

2015 Strategic Plan Grant Application Form

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Building Profile and Identity – a VCM Signage Project

Brief description of the project or program and why the grant is needed.

Located in the heart of downtown, the VCM's facility is bordered by Pandora Avenue, Quadra Street and Johnson Street. This highly visible and active location has tremendous potential to significantly increase the profile and identity of the VCM through the addition of professional and visible signage capable of showcasing and promoting the over 240 performances/productions that take place at the VCM each year. The Strategic Plan Grant will be used to install a VCM branded, single-sided one colour LED message centre sign in front of our designated heritage site at the corner of Pandora Avenue and Quadra Street. The sign will prominently identify the facility as the home of the VCM and will have the capacity to display messages that will greatly enhance the VCM's marketing efforts while allowing the VCM to showcase to a broader audience:

- the many performances that take place by both students, faculty and local, national and international musicians
- fundraising events and activities, free community concerts and other special events to support the VCM community
- externally-based performances, productions and events that take place through the VCM's External Facility Rental Program helping the VCM to increase client profiles and to support their marketing efforts.

In addition, the installation of highly visible and communication-based signage along the corner of Pandora Avenue and Quadra Street is an instrumental step towards the revitalization efforts taking place along Pandora Avenue between Quadra and Vancouver Streets.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| X Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 2 – Engage and Empower the Community (directly related to the 2017 Outcomes)

The VCM is an active member of the 900 Pandora Neighbourhood Group that is actively working to revitalize the Pandora/Quadra Street area. With the addition of improved VCM signage on Pandora Avenue and Quadra Street, residents and businesses in the area will experience a greater sense of pride for their neighbourhood helping to empower them and encourage continuing efforts to improve upon the overall vitality of the area.

Objective 5 – Create prosperity through Economic Development (directly related to the 2017 Outcomes)

The VCM is one of Victoria's premier art centers attracting close to 50,000 people to the downtown core each year, many of which utilize City of Victoria parking services, visit local retailers and restaurants, and also use other services in the area, all of which contribute dramatically towards the economic wellbeing and prosperity within the downtown area. With the addition of effective and well-positioned signage, the VCM anticipates greater numbers of audience members and higher enrollment within the VCM Community and Post-Secondary Schools helping to drive greater numbers of residents and visitors to the vibrant downtown core.

Objective 10 – Nurture Our Arts, Culture and Learning Capital (directly related to the 2018 Outcomes)

City of Victoria support for the VCM through signage funding will nurture and contribute to the overall vibrancy of the arts within the downtown core while creating a more positive presence in the Pandora and Quadra area – an area frequented by people dealing with drug addictions, mental illness and homelessness.

How many will benefit from the project or program? At least 50,000 Percentage of Greater Victoria Residents? 90 – 95 %

Who is your target audience? Neighbourhood residents/businesses; members of the community interested in music education & performances.



1 Centennial Square
Victoria, BC V8W 1P6 E grants@victoria.ca

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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$13,500 Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15 %

How much is the organization contributing to this project or program? \$ 3,500

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☒ Other

Organization Name	Contact Person	Phone Number	Amount
VCM's Designated Bldg Fund	Chris Kask, CFO	250-386-5311	3,500

Grand Total of Other Funding Sources \$ 3,500

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.

Without full funding of this project will not be able to proceed as the VCM is undertaking a number of other infrastructure projects over the next 2 years in order to maintain its heritage building and protect/secure its overall facility to ensure it is a safe place for all who attend VCM programs, performances and events.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: July 31, 2016

Project or program location: At Quadra Street and Pandora Street

Project or program timeline and major milestones.

Date	Milestone
August 1, 2015	Seek and secure signage providers; work with consultants to design signage
August 1, 2015	Seek City of Victoria guidance re: signage requirements and necessary permits
September 15, 2015	Order all signage according to City of Victoria requirements
September 30 – November 30, 2015	Install signage at the corner of Pandora/Quadra
April 1 to July 31, 2016	Final stage – establish electrical connections via the VCM facility in conjunction with another VCM exterior infrastructure project that involves electrical connections and hook ups.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT


All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other: Logo recognition in VCM Presents Concert programs | |

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: CEO

Name: Jane Butler McGregor

Date: June 26, 2015

Project Expenses	Amount
Engineering & Design Consultant Fees	\$ 1,500
Signage for Pandora/Quadra (2'x7' single sided one color LED message centre)	\$ 7,900
Sign permit	\$ 100
Electrical 120v connection	\$ 2,000
Building Director/Marketing Director/Administrative salaries	\$ 2,000
Total Project Costs	\$ 13,500

Victoria Conservatory of Music**Re: City of Victoria Strategic Plan Grant Application**

We do not yet have exact dimensions or a plan of the sign, as we are not proceeding with this project unless we can secure funding; however, the following points will be followed:

- Of course, a city permit will be obtained and the sign will be in full compliance with size specification in the bylaw; we are in the Arterial Commercial Sign Zone.
- The two pillars holding the current sign will remain and the new sign will fit either between these, between and above, or above (sitting on) only. The height of the sign would not be higher than a few metres, AT MOST.
- The sign will be completely on our property and not intrude into public space
- The new sign will face, as the old one does, the Pandora/Quadra intersection as it is a high traffic area and our corner is easily visible.
- We would not install a sign at our Johnson Street entrance as it would not be visible to the public – not at an intersection, Johnson St is one way, our entrance and parking lot are tucked into a niche not really visible from the street unless you turn your head sideways.