



1 Centennial Square  
Victoria, BC V8W 1P6

E [grants@victoria.ca](mailto:grants@victoria.ca)

# 2015 Strategic Plan Grant Application Form

## How to Apply:

1. Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto: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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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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# 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.



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# 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	
Quick View ▸ <b>2014-08-31</b> ◀ <a href="#">2013-08-31</a> <a href="#">2012-08-31</a> <a href="#">2011-08-31</a>	Full View <a href="#">2014-08-31</a> <a href="#">2013-08-31</a> <a href="#">2012-08-31</a> <a href="#">2011-08-31</a> <a href="#">2010-08-31</a>

**Registration no.:** 132357419RR0001**Designation:** [Charitable organization](#)**Web site:** [WWW.COMMUNICABC.ORG](http://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)

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## 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**

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# 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:

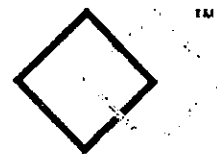
2015-01-28



**Financial Statements of**

**COMMUNICA: DIALOGUE AND  
RESOLUTION SERVICES SOCIETY**

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



**PADGETT**  
THE SMALL BIZ PROS

#### 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
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PREPAIDS	840
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DUE FROM GOV'T AGENCY	159
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TOTAL CURRENT ASSETS	1,946
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## FIXED ASSETS

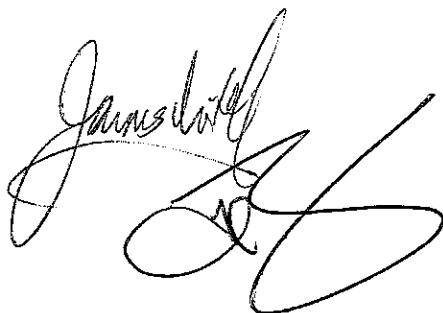
BUILDING	206,187
AMORTIZATION - BUILDING	(41,399)
LAND	107,384
COMPUTERS	13,614
DEPRECIATION - COMPUTERS	(8,742)
FURNITURE & FIXTURES	7,657
DEPRECIATION - FURNITURE	(4,145)

TOTAL FIXED ASSETS	280,556
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## OTHER ASSETS

TOTAL OTHER ASSETS	0
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TOTAL ASSETS	282,502
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COMMUNICA DIALOGUE AND RESOLUTION SERVICE  
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 VICTORIA, BC V9B 0G9

BALANCE SHEET  
 08/31/14

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES

BANK INDEBTEDNESS	145	
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TOTAL CURRENT LIABILITIES		145
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LONG-TERM LIABILITIES

MORTGAGE PAYABLE	116,072	
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TOTAL LONG-TERM LIABILITIES		116,072
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TOTAL LIABILITIES		116,217
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STOCKHOLDERS' EQUITY

OPENING NET ASSETS	23,312	
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NET INCOME YTD	142,973	
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CLOSING NET ASSETS	166,285	
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TOTAL STOCKHOLDERS' EQUITY		166,285
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TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY		282,502
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COMMUNICA DIALOGUE AND RESOLUTION SERVIC  
 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

COMMUNICA DIALOGUE AND RESOLUTION SERVICE  
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		Expenditure	
Fee for services	\$22,000 Projected	Administration	\$5,000
Community Gaming Grant	\$34,400 Received	Salaries and Benefits	\$35,000
Notaries Foundation	\$15,000 Received	Client Subsidy Funds	\$28,000
Colwood	\$2,000 Received	Materials and Equipment	\$1,600
City of Victoria	\$10,000 Pending	Promotion and Marketing	\$900
		Staff Training	\$500
		Volunteer Training	\$750
		Computer Leases/ Software	\$3,600
		Rent and Utilities	\$7,200
		Program Evaluation	\$1,000
<b>TOTAL</b>	<b>\$83,400</b> 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.