

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

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.



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

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____



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

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.COOKSSTREETVILLAGEACTIVITYCENTRE.COM

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

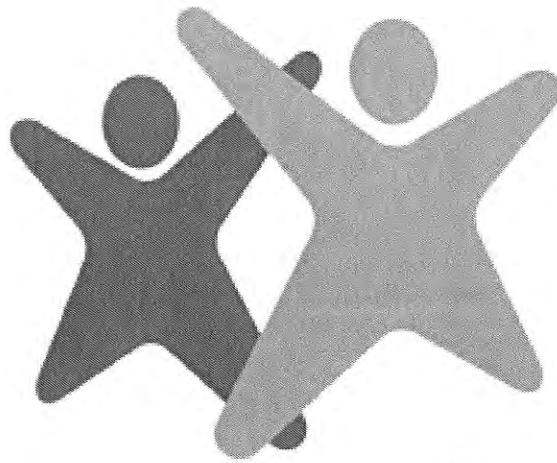
Links to Web sites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information 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)

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

Osama : 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
	<u>232,792</u>	<u>236,602</u>
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
	<u>220,694</u>	<u>209,074</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 12,098</u>	<u>\$ 27,528</u>

See notes to financial statements

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 POLICIES

Capital 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					

