



1 Centennial Square
Victoria, BC V8W 1P6

E 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
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: Mayor

Name: Rev. Neil 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	