



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**
- ☐ 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', written over a horizontal line.

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 <i>(note 3)</i>				
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 <i>(note 7)</i>	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 <i>(note 1)</i>	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 <i>(note 5)</i>	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 <i>(note 2)</i>	-	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) <i>(note 4)</i>	393	-	393	491
Incorporation Cost	290	-	290	290
TOTAL ASSETS	8,538	75,644	84,182	66,011
LIABILITIES <i>(note 3)</i>				
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 <i>(note 1)</i>	-	51,027	51,027	39,998
Interest Payable to Lenders	-	-	-	241
Restricted Fund for Lending <i>(note 7)</i>	-	-	-	3,499
Deferred Revenue <i>(note 7)</i>	-	-	-	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.