

Submission
by Potato House
June 20, 2018

**GRANT FOR ASSISTANCE APPLICATION
CENTRAL CARIBOO and CARIBOO CHILCOTIN
Electoral Areas D, E, F, J AND K**

On an annual basis, Electoral Areas D, E and F of the Cariboo Regional District (CRD) jointly provide Grants For Assistance to local non-profit organizations for projects, activities and events that strengthen and enhance the wellbeing of the community, promote volunteerism and support the goals and priorities of the Cariboo Regional District.

Applications may be submitted to the Cariboo Regional District via mail at Suite D, 180 North Third Ave., V2G 2A4; facsimile at 250-392-2812; or email at mailbox@cariboord.ca

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30TH

Late applications will not be considered.

In order to qualify for a Grant For Assistance, the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies;
- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the CRD.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency; or
- Support a Provincial or National fundraising campaign; AND
- Be of a commercial nature

Grants for Assistance will be provided under the following categories:

1. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities
2. **Event** – seed funding for new, ongoing events with diminishing support over three years
3. **Special Project** – one-time special event, program or activity

Cariboo Regional District
File No. 1850-20

JUN 20 2018
Referred To DCO



Grant for Assistance Application – Central Cariboo

Organization Information Sheet

Name of Organization:	Potato House Sustainable Community Society
Mailing Address:	49 Borland Street, Williams Lake BC V2G 1P4
Telephone (office):	250.855.8443
Purpose of Organization (From Constitution or Incorporation Documents):	"to promote activities that inspire community self sufficiency and smaller ecological foot print"
How long has the organization operated in the community?	Established May 1, 2010
BC Society Registration Number:	S-0057996
Federal Charitable Registration Number: (if applicable)	N/A
Chairperson's name:	Misty Schulz
Telephone:	[REDACTED]
Treasurer or Financial Officer's name:	Heather Hill, FBB Chartered Accountants
Telephone:	[REDACTED]

Date of last Annual General Meeting (Attach minutes and current list of Directors):

AGM Feb 15, 2017. Directors Pat Teti, Ann Carter, Misty Schulz

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from CRD (if applicable) \$ 0

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from CRD \$ \$3,022.00



Grant for Assistance Application – Central Cariboo

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

The Potato House has been operating for the last 9 years on a budget entirely derived from Government Grants. In the last three years, no grants for staffing have been successful, but we are now applying to gaming with assistance of BCAG to ensure our success. Based upon our previous successful ventures we are able to leverage current funding to receive following funding. We are also implementing funding initiative such as providing our finished compost to the community by donation, musical community events with beverage sales including our homemade sugar free rhubarb juice, honey from our on site demonstration bee hive, providing compost of paper plates and all food waste with EGOR 125 traveling composting machine at community events, gatherings and other opportunities.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: \$5 Membership 1 year, \$20 garden plot 1 year.

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

The Strategi Plan for the Potato House for 2018 is to move forward with modern technological advancements to continue to provide sustainable solutions for demonstrating smaller ecological footprint to our community while providing events that attract people to our site and attract our people to other events. The Composting Machine and 2 Stage Electric Car Charging Station as well as the pursuit of new projects funded by Red Cross Community Fund are pending. Previous Years have focused on curb appeal, house renovations, community composting, community gardens. Our success is now reaching infrastructure capacity and we are looking to new ventures to continue to provide our community services.

4. Who does your organization serve?

City of WL, Central CRD and communities of Horsefly, Wells, Quesnel, 100 Mile, Canim Lake,

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

City Tax Exemption \$750

7. Does your organization use City or CRD owned facilities? If so, which ones?

No

8. How will you indicate that the CRD is contributing to your organization?

CRD logo will be affixed to the composting machine, newspaper article, social media



Grant for Assistance Application – Central Cariboo

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

We have acquired an Eco-Growth EGOR 125 composting bio-reactor that takes all organic waste including paper plates, meat and bones and produces a bio-mass that can be used in a conventional pellet stove. ~~The finished product with heat the Potato House in the colder months, surplus would be made available for sale~~ We are applying for the funding to bring our Bio-Reactor on the road to festivals and community events via trailer within the CRD region with the purchase of a Honda EB4000XCGenerator for remote operation.

2. How do you know there is a need for this service/project in our community?

Potato House has been accepting compost from all community events from Elder's Gathing to Arts Wells to Arts on the Fly to the recent Wildfire Info Expo for the last 5 years. We manually rip up used paper plates to allow our manual composting system to process them. We are requested to attend more events than we have staff capacity for to attend, let alone invest the time manually turning the wet heavy compost. Both the volunteer operations staff have injured their backs in this process and a solution needs to be found to continue to offer this service without the heavy manual labour and hauling costs of wet raw product to our site in WL. EGOR 125 can process 125 L of waste a day and produces ~~a light weigh, dry bio mass product that is easily stored, processed and transported.~~

3. Is your application for a:

A. seed grant ☐ B. special project ☐ or C. special capital expenditure ☒

4. Is your agency is applying for funds from other levels of government or other sources for this project?

Yes, all received and implemented, the last step is the generator to run the composting machine at events

5. Would you still be able to complete the project if you do not receive the other funds applied for?

Yes, but by transporting the compost back to the composting machine, adding time to processing and hauling costs by volunteers that are already stretched and stressed beyond capacity.

6. Please describe the impact of this application being denied or approval of an amount less than requested.

Should funds not be made available for this project to purchase this generator that is the modern, voltage regulated with EFI and NEMA receptacles needed to operate EGOR 125 remotely and opportunity to promote the already very successful waste reduction strategies of the CRD will be lost. Already the CRD Waste Wise Program is heralded as a provincial leader and replicated in other districts, this high profile unique Canadian solution to green waste at community gatherings is a media hot topic that will further build on our successes. Stampede Weekend and Canada Day Festivities are only weeks away and Festival Season is around the corner with Arts on the Fly, Arts Wells, The Garlic Festival all of which produce prohibitive amounts of green waste for a manual system to accept, but is a promotion gold mine when completed easily with a modern Canadian system that is not currently in use anywhere else in the world.



Grant for Assistance Application – Central Cariboo

7. Start date of the project: July 1, 2018 at Canada Day Celebration

End date for the project: Purchase will be completed the same day funding is recieved

8. Please describe the key activities that will take place to complete the project and any associated timelines.

1. Recieve Funding (hopefully in time for Canada Day July 1st)
2. Purchase Generator and place in trailer with EGOR 125 (July 1st)
3. Install promotional identification on EGOR identifying CRD as funder
4. Attend all festivals and community gatherings.

9. Please provide a detailed financial budget for the project.

10. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

We will wiegh the inputs and outputs of compost at each event. Every pound will be translated into methane prevention and green house gas prevention, targets than can be used by CRD for municipal and provincial reporting as well as saved hauling costs at \$100/tonne and volume of saved landfill space.

If we collect all compost at an event and more destinations request our services we are sucessful.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



President/Chairperson

12:44 PM

2018-06-14

Accrual Basis

Potato House Sustainable Community Society
Balance Sheet
As of 31 May 2018

	31 May 18
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Petty cash	1,309.73
1010 · Credit Union Chequing -100	-2,110.90
1015 · Gaming-101	-6.64
1020 · WLCU - Equity Shares 990	26.00
Total Chequing/Savings	-781.81
Total Current Assets	-781.81
Fixed Assets	
1500 · Furniture and Equipment	20,167.97
1650 · Building	9,700.00
1680 · Land	87,300.00
Total Fixed Assets	117,167.97
TOTAL ASSETS	116,386.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	8,889.88
Total Accounts Payable	8,889.88
Other Current Liabilities	
1210 · GST Receivable	-4,696.70
2402 · Payroll Liabilites	113.32
2410 · Mortgage Payable	66,067.70
Total Other Current Liabilities	61,484.32
Total Current Liabilities	70,374.20
Total Liabilities	70,374.20
Equity	
3010 · Opening Balance Equity	1,662.33
32000 · Unrestricted Net Assets	37,148.77
Net Income	7,200.86
Total Equity	46,011.96
TOTAL LIABILITIES & EQUITY	116,386.16

**Potato House Sustainable Community Society
Minutes of Directors Meeting**

Potato House, May 11th, 2017

Present: Mary, Beth, Misty, Ann, Laura, Pat, Chris

Mary called to order 4:50

Approval of agenda: Moved by Beth, Seconded by Misty

Approval of previous minutes: Moved by Ann, Seconded by Laura

Conflict of Interest. All directors declared they have no conflict with any items on this agenda.

Mary passed out a director qualification form which was signed by all directors.

Election: President (Beth), Vice-president (Misty), Secretary (Pat), Treasurer (Chris)

President's Report: No report because President has not yet been selected. This is first director's meeting after the AGM.

Treasurer's Report

Will Hill, FBB went through financial handouts that Mary had distributed.

Executive Director's Report

Mary handed out printed report. May 17th June 8th and July 1st events are alcohol sales fundraisers for the PH.

Correspondence None

Continuing Business

\$30,000 from Canada 150 is for painting exterior same colours, solar panels, insulation upstairs, heater, demand hw heater, maybe heat pump

New Business

Mary passed out a plethora of forms.

Pat to send out all names and addresses from Annual Report.

Adjourn

6:00

Potato House Sustainable Community Society
Directors Meeting
June 15th, 2018

Present: Mary Forbes, Ann Carter, Misty Shulz, Pat Teti

Approval of agenda: Moved by _____, Seconded by _____

Approval of previous minutes: Moved by _____, Seconded by _____

Conflict of Interest

Confirm that no directors have a conflict of interest with any agenda items.

President's Report

Treasurer's Report

Executive Director's Report

Correspondence

Continuing Business

New Business

Adjourn

**Potato House Sustainable Community Society
Annual General Meeting at Scout Island Nature Centre
February 15th, 2017**

Attendance

13, including outgoing directors Chris Coates, Beth Holden, and Pat Teti. Also a number of cute kids

Call to order by Chair (Mary) at 6:00 PM

Adoption of the agenda

Moved by Beth Holden, seconded by Angie Delainey. Passed.

Adoption of the Minutes of the 2016 AGM

Moved by Oliver Berger, seconded by Carol Thiessen. Passed

Treasurer's report

Paper copies were distributed. Adoption moved by Angie, seconded by Pat. Passed.

President's report

Beth gave a verbal report with special recognition to Mary Forbes and Oliver Berger for all their volunteer time. Adoption moved by Beth, seconded by Chris Hornby. Passed.

Executive Director's Report

Mary distributed paper copies. Adoption moved by Mary, seconded by Pat. Passed.

Life Memberships

The directors announced the award of Life Memberships to Ross McCoubrey (individual), Jacinta D'Andrea (individual), and Wellburn/Beck (family) for support during the "This Place Matters" fundraiser.

Election of directors

Motion by Chris Hornby that Beth Holden, Pat Teti, Chris Coates, Laura Masini Pieralli, Ann Carter, and Misty Schulz be elected as a group, seconded by Angie Delainey. Passed.

Special Resolution – Adoption of New Bylaws

Paper copies of revised Bylaws, including legally required changes, were distributed and discussed. Pat moved that they be adopted, seconded by Mary. Passed unanimously.

Adjourn at 6:18

2017/2018

Potato House Sustainable Community Society

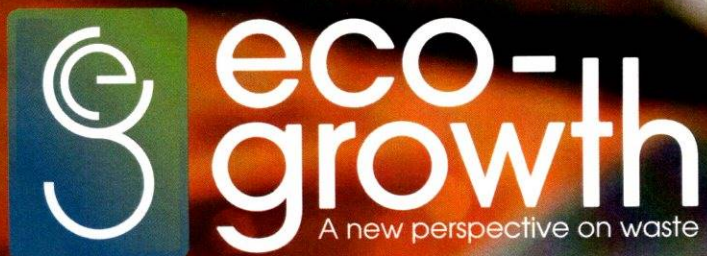
Project Revenues	
	Total
Government Revenue	
BC Canada 150 Grant Program Award:	\$ 30,000.00
Federal funding (please specify source): Red Cross Fire Relief Funding	\$6,640.00
Other Provincial funding (please specify source): 2018 \$10,000 Arts & Culture Resilience 2018 \$10,000 Rural Dividend	\$20,000.00
Local / Regional funding (please specify source): Central Cariboo Arts and Culture Grant	\$1,000.00
Other government funding (please list):	\$0.00
Total - Revenue from Government Sources	\$57,640.00
Private/Non-Profit Sector Revenue	
Individual Donations	\$0.00
Corporate Donations	\$0.00
Foundation Grants/Donations: 2015 Northern Development Trust \$30,000	\$30,000.00
Other Private Sector Revenue (specific to project):	\$0.00
Total - Private Revenue	\$30,000.00
Cash Contributions	
Cash Contributions (from your organization) NOTE: You must have at least 20% in either cash or in-kind contributions showing toward the project.)	
Total - Cash	\$0.00
In-kind contributions	
In-kind labour: 2080 __ # of hours x 25 __ \$ / hr. Operations of site, administration, staff, reporting, event organizing, contractor co-ordination, promotion and presentations at conferences, day to day operations, maintenance of the site over last two years by two staff. Average 10 hours a	\$52,000.00
Other In-kind contributions (please specify):	
Labour for Paint donated as per quote	\$10,544.00
Labour for Wheel Chair Ramp donated	\$70.00
Total - In-Kind	\$62,614.00
TOTAL REVENUES	\$150,254.00

Project Expenditures		
	Source	Actual
Administrative Costs:	none	\$0.00
Internal Salaries:	in Kind	\$52,000.00
Contractor Salaries:	B.C. 150	\$10,299.00
Construction related expenses	NDIT	\$30,000.00
RBCM fees (for SoH projects only)	n/a	\$0.00
Website / technology	CCACS	\$1,000.00
Publications, bill board, promotion	B.C Rural Dividend	\$10,000.00
Artists Fees	Arts and Culture Resilience Funding	\$10,000.00
Community Consultations	none	\$0.00
Other (use lines below):		
Eco Growth Composting BioReactor to produce bio mass		\$16,296.02
Insulation		\$10,299.00
Trailer for Bio Reactor at attend remote and regional community events		\$700.00
Honda EB4000XC Generator		\$2,698.08
Sun Country Electric Car Charging Station		\$4,948.01
Materials to Paint Potato House		\$520.00
Accessibility Ramp		\$70.00
TOTAL EXPENDITURES		\$148,830.11

Project Surplus/Deficit:

\$1,423.89

Please let us know if you had any difficulty staying within your original budget expectations: We were successful staying in our budget as we worked closely with Anissa and were able to adapt acceptable exceptions where planned expenditures or contractor capacity were unavailable due to 2017 Wildfires.



Revolutionize Your Waste

As an expert in delivering Waste-to-Energy solutions, Eco-Growth is committed to leaving a clean legacy. We partner with clients to create a world where all people can pursue opportunities without waste.

We're as passionate about your businesses as you are. Our innovative technology transforms raw, organic waste into a useable, significantly lighter, odour-free substance that can be used as a biofuel, reducing the costs associated with commercial disposal of organic waste. Designed to seamlessly integrate into any small business' operations, our Model 125 Organic Reactor (EGOR™) is a cost-effective solution that enables your business to save money and the environment, at the same time.

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