

Grant for Assistance Application – Central Cariboo

Cariboo
Cariboo Regional District
File No. 1850-20

central
SEP 30 2018

Referred To DCO

Organization Information Sheet

Name of Organization:	Cariboo-Chilcotin Partners for Literacy Society
Mailing Address:	P.O. Box 2565, Williams Lake, B.C. V2G 4P2
Telephone (office):	250-395-9303 email: info@caribooliteracy.com
Purpose of Organization (From Constitution or Incorporation Documents):	To promote literacy through awareness, advocacy and by initiating and supporting learning opportunities in response to individual and community needs & to inspire lifelong learning
How long has the organization operated in the community?	21 years, (since 1997)
BC Society Registration Number:	S41583
Federal Charitable Registration Number: (if applicable)	866732092 RR0001
Chairperson's name:	Bruce Mack
Telephone:	[REDACTED] email: bruce@caribooliteracy.com
Treasurer or Financial Officer's name:	Kathy Newell
Telephone:	[REDACTED] email: noodle1@shaw.ca

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

November 8, 2017

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) \$ N/A

NOTE: A Final Report for previous year's grant MUST be included with this submission, if not previously submitted.

Current Grant Requested from CRD \$ 4,000



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?

Funding applications will be submitted to community organizations as well as provincial literacy organizations as grants and opportunities become available.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: no fees are charged - it is a universal access free program for the community

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

Please see attached page.

4. Who does your organization serve?

The communities of Williams Lake, 100 Mile House and surrounding areas, however, this request is specific to the 100 Mile House office.

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)
No

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

The StoryWalk is located on the grounds of Parkside Art Gallery. The Gallery building and lands are leased by the Arts Council from the Municipality of 100 Mile House.

8. How will you indicate that the CRD is contributing to your organization?
A list of contributors and supporters is included with each StoryWalk.



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:

Please see attached page.

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

Members of the community have expressed a need for more flexible activities for families in the community. Attendance of over 100 people at the opening and significant attendance at subsequent StoryWalks proves there is a desire for the project. Many studies showing the need for families to disconnect from electronics and participate in outdoor activities together. The StoryWalk program provides a venue for outdoor physical activity while building family connections and improving reading skills. StoryWalk also provides an opportunity for seniors and other community members to participate in an outdoor, activity based literacy program.

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

Not currently.

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

Yes, but greater funding allows us to increase the number of titles for sharing and the frequency of StoryWalks.

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

Goals and objectives would be adjusted to reflect a reduced level of funding.

Although much of the work is done through volunteer labour, funds are required to maintain the story boards, set up and take down the StoryWalk events as well as transporting the storyboards to the communities.



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6. Start date of the project: Ongoing

End date for the project: Ongoing

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

1. Books will be purchased and prepared as storyboards.
2. Plexiglass covers will be purchased and installed on the storyboard stands at Parkside
3. Libraries schools and community organizations will be contacted regarding participation in the program and training provided to those who will facilitate StoryWalks in their neighbourhoods.
4. Local media (newspaper, social media, etc.) will be contacted to advertise upcoming StoryWalks.

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

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

Currently feedback from the community has been very positive. Staff at the Visitor Information Centre have advised us that they directed many community visitors to the StoryWalk and the feedback they received was very positive. Staff at Parkside casually monitor the activity in the yard during StoryWalk and state that it is well attended. This feedback will continue to be gathered and could expanded to included participation feedback gethered from StoryWalk goers. The number of participants in the guided StoryWalk is recorded and their feedback is requested by the facilitator. Contact information is included with each StoryWalk so participants can provide feedback directly to the coordinator. Evaluation forms and a sign-in book could also be made available at StoryWalks.

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

[Redacted Signature]

President/Chairperson

*Shelly Joyner
Executive Director*

[Redacted Signature]

GRANT FOR ASSISTANCE APPLICATION

Organization Information Sheet

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

The specific goal for 2019 would be the maintenance of the current program along with the expansion of the StoryWalk program to the outlying areas in the south Cariboo through partnerships with schools, libraries and community organizations. The objective for the 2019 year would be to hold 30 StoryWalks composed of: 12 StoryWalks in the permanent 100 Mile House location (one per week during June, July and August); 4 roaming StoryWalks in 100 Mile House (Family Fun Day, Summer Festival, Halloween, Moonlight Madness); a minimum of one roaming StoryWalk at each school (Horse Lake, Lac la Hache, Forest Grove, 108 Mile, 100 Mile) and at each library (Bridge Lake, Forest Grove, Lac la Hache and 100 Mile) and 5 at yet to be determined community events in the outlying communities such as Canada Day at 108 Mile, the stampede at Bridge Lake and Lone Butte Rocks).

As CCPL also has an office in Williams Lake with a developing StoryWalk program, the opportunity exists to increase the available resources through sharing with that community as well.

To facilitate this, more resources would be needed as well as training for volunteers to deliver StoryWalks in an expanded area. Funding would also be needed to provide transportation of the storyboards between the communities.

The goal for 2018 was to host nine StoryWalks throughout the South Cariboo Region. This goal was surpassed this past summer as 16 StoryWalks were held. Also, a permanent home for the StoryWalk was established on the grounds of Parkside Art Gallery. Using donated materials, volunteers built and erected 16 storyboard easels which were used weekly during the summer months to provide 12 StoryWalks. The first StoryWalk in the new location was held on June 27. Local children's author, Kathleen Cook Waldron donated copies of her book and read to more than 100 people who attended the grand opening of the new StoryWalk location. In addition to the StoryWalks in the permanent location, four roaming StoryWalks were held at community events during the year (Family Fun Day, 108 Community Event, and two at the Summer Festival).

In partnership with the Canim Lake Band, training was provided and resources have been shared to enable facilitation of StoryWalks in their community on a continuing basis.

Project Summary

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

1. Purchase of books to be developed into storyboards for the StoryWalk (4 copies of each book are needed, 2 copies to be disassembled then mounted on posterboard and laminated and two copies to be kept as replacements for any laminated pages that are lost or damaged). Although the books can be used many times, there is a need for a fresh story each week for the Walks and it is estimated that there is a three-year turnover in readership. With a goal of 30 StoryWalks each year, approximately 90 prepared books are required. Currently 24 books are available for use. The goal

would be to add at least 24 books each year for the next three years to provide sufficient resources to keep the program fresh at the established location as well as provide sufficient books to be circulated through the libraries, schools and community events.

2. Laminating of the pages to preserve them and to protect them from the elements while in use.
3. Plexiglass covers for the storyboard easels at Parkside would provide protection from the elements for the laminated pages.
4. Transportation costs to have the storyboards distributed to communities for local StoryWalks.
5. Wages for a program coordinator and for training of volunteers to coordinate StoryWalks in their communities.

Overview of the StoryWalk program

StoryWalk is an established program, developed by Anne Ferguson of Montpelier, VT along with the Kellogg-Hubbard Library. "StoryWalk is an innovative and delightful way for children - and adults! - to enjoy reading and the outdoors at the same time.

A StoryWalk features a children's book, mounted page by page, on the story easels on the grounds of Parkside Art Gallery. Each board also suggests a physical activity such as "run", "walk backwards", "skip" or "hop to the next page" to encourage both reading and physical literacy for children, emergent readers and families. Over the summer many seniors have also enjoyed the weekly StoryWalks as well as visitors to our community. Daycares enjoy the outing and the children enthusiastically participate in the story through the associated actions.

Detailed Financial Budget

Purchase of 24 books (4 copies of each book @ \$15/book)	\$1,440
Laminating of the books (24 books @ approx. 15 pages/book @ \$1.35/foot)	\$ 720
Plexiglass covers (16 easels @ \$50 each)	\$ 800
Transportation costs	\$ 500
Wages (book preparation (24 books @ 2 hours), training (2 hours each) & facilitation (40 hours)	\$3,000
Total	\$6,460



Cariboo-Chilcotin Partners for Literacy Society

Revised Draft - Annual General Meeting

Date: Wednesday, November 8th, 2017

Location: Immigrant Services Centre,
118 C North 1st Ave,
Williams Lake, B.C., V2G 1H9

Chair: Bruce, President

Attending: Carla, Lexi, Katya, Janette, Kirsten, Lory, Lil, Kathy, Stan, Sylvia (guest), in the WL office. Mel, Shelly, Kim, Anita, and Tammy attended the meeting by teleconference from the 100 Mile House office.
Regrets: Claire, Jerome and Anton.

The AGM started at 5:00 pm.

Bruce welcomed everyone to the meeting and we started with a round of introductions.

5:05 Review the AGM Agenda.

Bruce added to the agenda under AGM Elections the Bylaws of CCPL for discussion. Bruce explained that the Bylaws needed to be adopted at a formal CCPL meeting before the bylaws could be submitted to the New Societies Act and Transition.

Adoption of AGM agenda: Moved by Lil, Seconded Kathy, Carried.

5:20 Review of AGM Minutes November 18th, 2016. Acceptance of minutes: Moved by Kathy, seconded by Janette. Carried.

5:25 Reports

President's Report

Bruce did not read his report but touched on what the report contained, he started by remembering June Streigler, who passed away last year. June was a Board member, she was passionate about literacy and a very active person in our community. Bruce said that June was a very special person and she will be missed by everyone.

Bruce gave a big thanks to Stan Rashbrook and Noreen Beer for all of their hard work and dedication to CCPL, both retired this past year. Bruce welcomed new staff members, Susan, Maryna, Katya, Lexie and our new accounting partners Christina and Joanna with PMT. Bruce thanked Shelly for all of her hard work this past year saying that it was a stressful and busy year. He talked about the work that Shelly did for

CCPL in setting up the new WL office, the proposal work, the accounting work and her overall dedication to CCPL. Bruce ended by thanking all the staff and board members for their hard work.

Bruce will email his report to Mel for distribution and filing in Sync.

Financial Statements – Kathy and Shelly

Shelly reviewed the financial statements and explained what some of the terms mean. There was a general discussion on the financial statements and some questions. There are a few changes that Shelly and PMT will make in the statements. Shelly stated that the financial statements have to accurately reflect what CCPL has in the accounts.

Kathy read the treasurer's report. Kathy will email the report to Mel for distribution and filing in Sync.

Motion to accept the financial statements with noted changes moved by Kathy, seconded by Lil. Carried.

AGM Elections

Shelly volunteered to help with the elections. The rules for nominations and election are: nominees do not have to be present but is helpful if they have been contacted and indicated their willingness to stand for election. Each position will have a call for nominees, 3 times. Only one person has to nominate a person, there might be several nominations for each position.

President: - Kathy nominated Bruce.

There were no other nominees. Bruce accepted. Bruce is declared president by acclamation. All in favor. Carried.

Vice-President: - Bruce nominated Anton Dounts.

Bruce said that Anton has been attending the Board meetings and he thought that Anton would be a great addition to the Board. Bruce will ask him if he accepts the position. There were no other nominees. Anton is declared elected vice-president by acclamation. All in favor. Carried.

Secretary: - Lil nominated Claire. Claire was unable to attend the meeting but has stated she will stand for Secretary. There were no other nominees. Claire is declared secretary by

acclamation. All in favor. Carried

Treasurer: - Shelly nominated Kathy. Kathy accepted. There were no other nominees. Kathy is declared treasurer by acclamation. All in favour. Carried.

Board of Directors

Jerome Beauchamp, nominated by Kathy. Jerome was not able to attend the meeting, he has stated that he will stand as a Director.

Lil Mack, nominated by Kathy. Lil has accepted.

Stan Rashbrook, nominated by Kathy. Stan has accepted.

Sylvia Rashbrook, nominated by Shelly. Sylvia declined.

Directors are nominated. All in favor. Carried.

Bruce reminded everyone that the Board is always looking to recruit new board members. They hope to recruit members from 100 Mile House area. This concluded the elections.

Break

6:40 – CCPL Bylaws - Bruce

Over the past year the Board Members and the ED (Shelly) reviewed the Bylaws of Cariboo-Chilcotin Partners for Literacy Society (CCPL) as required by the New Societies Act and Transition of British Columbia. Bruce talked about the different sections in the bylaws and explaining that the most significant change was in section 4, where the term of directors is changed from 1 to 2 years, with annual, staggered elections, by secret ballot.

Bruce explained that the membership section has been reviewed and the Board decided that the renewal for membership will be from AGM to AGM.

Motion to adopt the bylaws by Stan, seconded by Carla. Carried. Shelly will submit the bylaws to the New Societies Act and Transition of British Columbia.

This concluded the AGM 2017.

CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY

Financial Statements

Year Ended August 31, 2017

(Unaudited - See Notice To Reader)

CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY

Index to Financial Statements

Year Ended August 31, 2017

(Unaudited - See Notice To Reader)

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CHARTERED PROFESSIONAL ACCOUNTANTS LLP

www.pmtcpa.com

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Cariboo-Chilcotin Partners for Literacy Society as at August 31, 2017 and the statements of revenues and expenditures 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.

The financial statements for the year ended August 31, 2016 were compiled internally and were neither audited nor reviewed and are presented for comparative purposes only.

Williams Lake, BC
November 1, 2017


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CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY
Statement of Financial Position
August 31, 2017
(Unaudited - See Notice To Reader)

	2017	2016
ASSETS		
Current		
Cash	\$ 205,613	\$ 264,918
Accounts receivable	38,880	35,320
Prepaid expenses	660	498
	<u>245,153</u>	<u>300,736</u>
Equipment (Note 3)	19,614	1,226
Restricted cash	5,002	5,002
	<u>\$ 269,769</u>	<u>\$ 306,964</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 9,154	\$ 7,742
Deferred contributions (Note 4)	180,001	233,690
	<u>189,155</u>	<u>241,432</u>
NET ASSETS		
Unrestricted Fund	61,000	64,306
Capital Fund	19,614	1,226
	<u>80,614</u>	<u>65,532</u>
	<u>\$ 269,769</u>	<u>\$ 306,964</u>

APPROVED BY THE DIRECTORS

_____ Director

_____ Director

The accompanying notes are an integral part of this statement.

CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY

Statement of Changes in Net Assets

Year Ended August 31, 2017

(Unaudited - See Notice To Reader)

	Unrestricted Fund	Capital Fund	2017	2016
Net assets - beginning of year	\$ 64,306	\$ 1,226	\$ 65,532	\$ 54,744
Excess of revenue over general and administrative expenses	(3,306)	18,388	15,082	10,788
Net assets - end of year	\$ 61,000	\$ 19,614	\$ 80,614	\$ 65,532

The accompanying notes are an integral part of this statement.

CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY

Statement of Revenues and Expenditures

Year Ended August 31, 2017

(Unaudited - See Notice To Reader)

	2017	2016
Revenue		
Community Action Initiative	\$ 99,540	\$ 79,632
Government of Canada - Immigration, Refugees and Citizenship Canada	75,580	110,803
Decoda Literacy Solutions	47,291	32,933
Interest and other income	3,801	23,799
Government of Canada - New Horizons for Seniors	24,944	-
Donations	12,100	-
Province of BC - Ministry of Jobs, Trade and Technology	9,972	10,167
Province of BC - Gaming revenue	9,500	-
Memberships	95	10,313
Government of BC - Ministry of Advanced Education, Skills and Training - Community Adult Literacy Program	-	128,958
Transferred from deferred revenue	240,620	-
Transferred to deferred revenue	(180,001)	(12,387)
	<u>343,442</u>	<u>384,218</u>
Labour for program delivery		
Professional fees	1,827	-
Sub-contracts	15,958	20,997
Wages and benefits	241,122	275,660
	<u>258,907</u>	<u>296,657</u>
General and administrative expenses		
Advertising and promotion	4,069	6,259
Bank charges and interest	774	825
Insurance	1,150	1,720
Licences, dues and fees	409	545
Office	1,547	2,345
Rental	19,538	7,343
Repairs and maintenance	507	552
Supplies	31,592	39,940
Telephone and utilities	2,810	1,711
Training	690	5,832
Travel	6,367	9,701
	<u>69,453</u>	<u>76,773</u>
Excess of revenue over general and administrative expenses	<u>\$ 15,082</u>	<u>\$ 10,788</u>

The accompanying notes are an integral part of this statement.

CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY

Notes to Financial Statements

Year Ended August 31, 2017

(Unaudited - See Notice To Reader)

1. Purpose of the Society

Cariboo-Chilcotin Partners for Literacy Society (the "Society") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

The Society is run by community members committed to promoting literacy through awareness, advocacy and by initiating and supporting learning opportunities.

2. Significant accounting policies

The preparation and presentation of these financial statements may not conform to Canadian generally accepted accounting principles and therefore may not be appropriate for all readers' purposes.

3. Property, plant and equipment

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Furniture and fixtures	\$ 19,614	\$ -	\$ 19,614	\$ 1,226

4. Deferred contributions

	2017	2016
Book fund	\$ 10,140	\$ 10,140
Books for babies	2,684	5,140
Government of BC - Ministry of Advanced Education, Skills and Training - Community Adult Literacy Program	10,151	126,958
Community action initiative	61,067	12,387
Decoda Literacy solutions	45,141	18,925
Family fest	334	3,008
Province of BC - Gaming	6,801	-
Immigration, Refugees and Citizenship Canada	-	31,125
New horizons for seniors	20,954	640
PAL	-	-
Province of BC - Ministry of Jobs, Trade and Technology	-	2,500
Reaching learners	-	-
Vancouver foundation	22,500	22,500
Writers festival	229	367
	<u>\$ 180,001</u>	<u>\$ 233,690</u>

CARIBOO-CHILCOTIN PARTNERS FOR LITERACY SOCIETY

Notes to Financial Statements

Year Ended August 31, 2017

(Unaudited - See Notice To Reader)

5. Gaming affiliation certificate

The Society applies annually to the Gaming Policy and Enforcement Branch of the Ministry of Finance for a Community Gaming grant. In order to receive gaming funds the Society is required to have a separate bank account for gaming funds, and expenditures are restricted by terms set by the Licensing and Grants Division.

The un-audited financial statements are presented on a consolidated basis. This results in presentation of the gaming bank account as part of the consolidated cash balance. If the amounts had been shown on a fund basis, the Gaming Fund presentation would be as follows:

	2017	2016
<u>Fund presentation of gaming net assets</u>		
WLCU - Gaming Account	\$ 9,499	\$ -
Deferred contributions	(6,801)	-
Gaming money spent in the year	<u>\$ 2,698</u>	<u>\$ -</u>

6. Capital disclosure

The Society considers its capital to be the balance maintained in its Unrestricted Net Assets. The primary objective of the Society is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Society with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Society is not subject to any externally imposed requirements of its capital.

7. Comparative figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.