



**Grants for Assistance Application**

Central Cariboo and Cariboo Chilcotin

Wednesday September 24th 2025 5:29 PM

**Name of Organization:** Horsefly Community Club / Christmas Hamper

**Mailing Address:** PO Box 179. Horsefly B.C. V0L 1L0

**Physical Address:** 5722 Horsefly Road Horsefly, B.C.

**Telephone (office):** [REDACTED] **email:** [REDACTED]

**Purpose of Organization:** the Horsefly Christmas Hamper was put in place to help those in the community have a better Holiday season. The Hamper supplies gifts, food and miscellaneous items. The Christmas Hamper is the only organization in Horsefly that offers this kind of assistance for those in need at Christmas.

**How long has the organization operated in the community?** The Community Club has been operating since 1930.

**BC Society Registration Number:** 1819

**Federal Charitable Registration Number:**

**Chairperson's name:** Tanya Tervit

**Telephone:** [REDACTED] **email:** [REDACTED]

**Treasurer or Financial Officer's name:** Craig Abbott

**Telephone** [REDACTED] **email:** [REDACTED]

**Current Grant Requested from CRD:** \$ \$5,000.00

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**PROJECT INFORMATION**

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

To buy warm clothing and food for the Christmas Hamper recipients.

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

The Christmas Hamper is the only Organization in Horsefly that offers this kind of assistance for those in need at Christmas.

**3. Start date of the project: 1/1/2026 End date for the project: 12/23/2026**

**4. Describe the key activities and timelines to complete this project:** In January we try to purchase winter items when they are on sale. We start fundraising and planning which carries on till December. In August we start to watch and purchase on sale and bulk sales of food and continue purchasing till December. In September we try and finalize a list of people in need. We do take on other people as we become aware of them right up to Christmas. We start to wrap and pick up items from September through to December. Our deliveries to the recipients start approximately the 2nd week in December.

**5. How will you determine if the project/event was successful?** We have found that the community support has increased every year. There is a lot of encouragement from those that help and an incredible amount of appreciation from the recipients. Many people approach us to say "Thank you, you are doing a great job". New recipients are always amazed at the food and gifts they receive and we have been met with tears of gratitude.

**6. Does your organization have sustainable funding? Please explain.** Yes, we have very sustainable funding. Many of the organizations and businesses that support us do so every year. The Cariboo Christian Church in Horsefly, SAWS, Women's Institute, West Fraser Truck Loggers Association, Salvation Army, and the Child Development Centre are some of the organizations. Some of the businesses include Canadian Tire, Burgess, Cariboo GM, Cariboo Propane, Home Hardware, Hytest, Lake City Glass, Margetts Meats, Rosk Power..to name a few. Even the the amounts of donations vary, it all helps towards our goal.

**7. Is your agency applying for funds from other sources for this project/event?**

Yes

**If so, which organizations?** As listed above. The dollar values are different every year.

**8. Describe the impact of this application being denied or approval of an amount less than requested. Will you be able to complete the project/event if you do not receive the funds applied for?**

Our budget for the 2026 Christmas Hamper will be \$18,250.00. This project will be completed because many people are counting on us. The size of the Hampers going out would be adjusted.

**9. Does your organization charge user fees/membership/admission? If yes, attach your current fee structure.**

Yes

**10. Does your organization receive any other support(s) from the CRD? (i.e. financial support, rental subsidies, contribution agreements, tax exemption, use of CRD-owned facility) If yes, what support(s) and how much?**

The Community Club receives help from the CRD with insurance & heat. The Christmas Hamper does not.

**11. How will you recognize the CRD's contribution to your organization?**

We have put ads into the Tribune and the Horsefly Buzz. We also acknowledge the CRD on Facebook. I would really like to thank the CRD in person at one of your meetings.

**Date of your last Annual General Meeting (AGM):** 11/7/2024

**Previous Grant from CRD amount:** \$ \$5,000.00 / 2024 (May 2025 deposit)

**Previous project Description:** Christmas Hamper


**I confirm: \***

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

**Date:**

**Signature: (President/Chairperson) ?**

9/24/2025 

  
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**Please attach minutes, list of Directors, and Financial Statements \* ?**

**File Name**



HCC\_Minutes\_AGM\_Nov\_Meeting\_Nov\_7.pdf

105.5 KB



HCC\_Fund Balances\_06\_to\_08\_2025.pdf

109.5 KB



Christmas Hamper Finance\_01-08\_25.pdf

20.1 KB

**A final report for your last grant received MUST be included with this submission, if not previously submitted.**

**File Name**



Final Report Grants for Assist\_24\_25.pdf

431.2 KB

**If your organization charges user fees/memberships/admission, attach your current fee structure.**

**Please provide a detailed financial budget for the project. \***

**File Name**



Christmas Hamper Budget 2026.pdf

40.9 KB

## **Horsefly Community Club / Christmas Hamper Fund - Budget 2026**

Administrator - Karen Ritchie

Objective - To offer a complete Christmas Food package, including gifts and pantry items to help individuals, couples and families through the holiday season.

Cost Elements -

1. Food and pantry items
2. Gifts
3. Miscellaneous spending/Materials
4. Travel

### **Direct costs**

1. Food and pantry items for 50 people at approximately \$250.00/person  
Total - **\$12,500.00**

Couples and Families - Christmas dinner

- Ham or Turkey/ aluminum roasting pan
- potatoes/ gravy mix
- Stuffing/ cranberry sauce
- Vegetables
- Dessert cake
- Napkins
- Sparkling water
- Pull cracker

Singles - Christmas dinner

- canned ham
- potatoes/instant mashed potatoes/gravy mix
- canned vegetables
- dessert cake
- sparkling water

Couples, Families and singles - Christmas Snack basket

- crackers
- cheese
- sausage
- pickles
- nuts and bolts
- smoked oysters
- chocolate
- shortbread
- candy canes

Couples, Families and Singles - Pantry Items

- eggs
- meat
- rice/pasta
- porridge/pancake mix/syrup

- coffee/tea/hot chocolate
- cereal
- milk
- margarine
- peanut butter/jam/honey
- apple juice/orange juice
- canned vegetables/fruit
- canned pork & beans/stews/soups/chilis
- snack puddings/fruit/applesauce
- granola bars
- salt and pepper
- sugar
- can opener
- limited pet food

2. Gifts for 50 people at approximately \$100.00/person

Total - **\$5,000.00**

Adults -

- socks
- slippers
- toques
- scarves
- gloves
- blankets
- candles
- hoodies
- hand cream
- ice tray
- batteries
- lighters
- flashlights

Children -

- toys
- games
- books
- clothing
- gloves

Some children items donated by Child Development Centre/ Angel Tree (Salvation Army) and Horsefly Christmas tree.

3. Miscellaneous Spending/materials

Total - **\$750.00**

- wrapping paper
- Ribbon/tape
- Baskets
- Thank you cards
- stamps

-paper/envelopes  
-WL Tribune Thank you note/CRD

4. Travel expenses  
Total - **\$1,500.00**

Fundraising and shopping town trips

15 trips - 138 km round trip

30 Hampers (50 people) delivery approximately 250 km total

**Cost summary**

Direct costs- food/gifts. -	<b>\$17,500.00</b>
Miscellaneous spending/materials-	<b>750.00</b>
Travel expenses-	<b>1,500.00</b>

Travel expenses donated by Larry and Karen Ritchie.	<b>(1,500.00)</b>
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<b>Total.</b>	<b>\$18,250.00</b>
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Karen Ritchie  
Administrator

## **HORSEFLY COMMUNITY CLUB CHRISTMAS HAMPER FUND**

January 1, 2025 - August 31, 2025

Balance forward January 1, 2025.	\$12,017.20
Donation jars picked up January 2.	275.35
Donation WLDCU January 7.	981.32
January Expenses.	(266.95)
Donation SAWS January 15.	250.00
Balance January 31, 2025.	\$13,256.92
February-April Expenses.	(289.51)
CRD Grant Donation May 1.	5,000.00
Balance May 31, 2025.	\$17,967.41
Donations Hotdog/yard sale July.	188.50
Donation SAWS.	200.00
Balance August 31, 2025.	\$18,355.91

## Horsefly Community Club Fund Balances

As of August 31, 2025	Operating Fund	Christmas Baskets	Acoustics Project	Furnace Replacement	Marketing / T-Shirts	Follies	Swimming Lessons	
Opening Balances	52,523.34	15,640.95	17,967.41	2,642.43	4,413.18	585.38	10,273.99	1,000.00
<b>INCOME</b>								
Bingo Proceeds	0.00							
Donation	5,638.50	2,000.00	388.50		2,000.00			1,250.00
Internal Transfer	0.00	-1,150.00			1,000.00			150.00
Membership	65.00	65.00						
Rental	2,413.00	2,413.00						
Sales Income	5,378.25				5,026.00			352.25
<b>Total Income</b>	<b>\$ 13,494.75</b>	<b>\$ 3,328.00</b>	<b>\$ 388.50</b>	<b>\$ 0.00</b>	<b>\$ 8,026.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,752.25</b>
<b>EXPENSES</b>								
Bank Fees	11.41	8.85			2.56			
Donation	5,700.00					5,700.00		
Event Expenses	2,267.70	89.96	152.74		25.00			2,000.00
Insurance	450.00							450.00
Internet	285.57	285.57						
Janitorial	1,041.06	1,041.06						
Landscaping	367.50	367.50						
Maintenance	236.70	236.70						
Supplies	829.35	218.00			197.70			413.65
Telephone	548.10	548.10						
Utilities	846.72	846.72						
<b>Total Expenses</b>	<b>\$ 12,584.11</b>	<b>\$ 3,642.46</b>	<b>\$ 152.74</b>	<b>\$ 0.00</b>	<b>\$ 225.26</b>	<b>\$ 0.00</b>	<b>\$ 5,700.00</b>	<b>\$ 2,863.65</b>
<b>Closing Balances</b>	<b>53,433.98</b>	<b>15,326.49</b>	<b>18,203.17</b>	<b>2,642.43</b>	<b>12,213.92</b>	<b>585.38</b>	<b>4,573.99</b>	<b>-111.40</b>
<b>Account Balances</b>								
CIBC Chequing	26,952.29			105.00				
GIC - Furnace	4,413.18			152.74				
WLDCU Chequing	23,142.22			165.15				
				52.50				
				694.32				
<b>Total Funds</b>	<b>54,507.69</b>							
<b>Cheques Outstanding</b>								
				-96.00				
<b>Variance</b>	<b>1,073.71</b>			<b>1,073.71</b>				
<b>Receipts Outstanding</b>								

**HORSEFLY COMMUNITY CLUB  
ANNUAL GENERAL MEETING  
Minutes for NOVEMBER 7, 2024**

Janine Lipus called the meeting to order at 7:02 pm

Attendees: Janine Lipus, Tanya Tervit, Shay Peppin, Barb Reid, Robyn Wetzel, Sarah Parker, Kay Marinus, Darlene Hooker, Crystal Barter, Ann Street, Abby Wilson, Karen Ritchie, George Meilleur, Rose Falk, Barb Favell, Mo O'Hara, Tammy Keetch, Sarah Marceau, Dorian Alvarez, Rick McBurney, Sherry Levesque, Silvia Laffer, Cornelius Iwan, Selina Staples, Brent Morton, Rhiannon Swinburne, Danielle Kershaw, Joanne Meyrick, Sara Augustine, Helen Englund, Suzanne Englund, Sarah Best, John Hollan, Faye Knox, Christina Mary, Laurie Beaudoin, Ardine Joss, Maureen LeBourdais, Chris Gruhs, Ernie Gruhs, Kathy Kleine

Minutes of the last meeting - Motion to accept as read by Sarah Best; Tanya Tervit seconded. Carried.

Ongoing Business:

- Christmas Hamper
- Bingo Callers
- Water Testing
- Hall Scheduler
- Dance Night

With the additions of:

- Craft Fair
- Community Works Fund
- Buzzy Stickers
- Acoustic Project
- Propane Contract
- Roof & Furnace

Year End Treasurer's Report - see attached

Motion to accept the report by Maureen Lebourdais; seconded by Faye Knox. Carried.

## **Election of Officers**

Maureen LeBourdais - outlined duties of Officers. Janine Lipus elaborated on key

Nomination for President - Tanya Tervit by self, seconded by Faye Knox. Joanne Meyrick by Danielle Kershaw, seconded by John Hollan.

Discussion regarding members of the Executive being related or from same household as pertaining to the Societies Act and cheque signage.

The parties were put to a vote and Tanya Tervit became the next acting President.

Nomination for Vice President - Faye Knox motioned that Joanne Meyrick accept the role of Vice President, seconded by Craig Abbott. Accepted by acclamation.

Nomination for Secretary - Laurie Beaudoin nominated Sarah Best, seconded by Suzanne Englund. No other nominations. Passed by acclamation.

Nomination for Treasurer - John Hollan nominates Craig Abbott, seconded by Chris Gruhs. Passed by acclamation.

## Volunteers for Director Positions

Faye Knox, Mo O'Hara, Sherry Levesque, George Meilleur, Suzanne Englund, John Hollan, Sarah Marceau, Janine Lipus

Karen Ritchie motioned closure of nominations, seconded by Maureen LeBourdais.

**NEW EXECUTIVE** - meeting called to order at 7:54

Approval of Minutes - Suzanne Englund, John Hollan seconded.

Approval of Agenda & Additions - Sarah Best, Maureen LeBourdais seconded.

Treasurer's Report - See attached. Read by Craig Abbott. Motion to accept by John Hollan, seconded by Sherry Levesque.

Christmas Hamper - Karen Ritchie. Suggestions for names of people in need accepted up until December 23rd. Main distribution will be mid-December. They have received 3 turkeys from Horsefly Realty but are hoping for donations of more. Fresh veggies and goods are very welcome. Talk to Karen Ritchie with any queries.

Bingo - November 14th & 28th. John Hollan will call on the 14th. Helen Englund proposed a committee to share the duties. The committee will be comprised of Elaine Johnson, Sherry Levesque, Suzanne Englund & Helen Englund with Christina Mary being the unofficial sign person.

Water Testing - must be done every 2 weeks and delivered to town by 11:30 a.m. on Monday, Tuesday or Wednesday only. Suzanne Englund volunteered to accept responsibility with Brent Morton agreeing to be the back up.

Hall Scheduling - suggestions were put forward regarding an online App. In the interim, Maureen LeBourdais will ask other communities what they are using. Selina Staples has agreed to take on the scheduling in the meantime. To schedule call her landline at 250-620-0011.

Dance Night - Christina Mary will continue to organize and Sarah Marceau agreed to assist. Next dance will be November 16, 2024. Doors open at 7 and dance begins at 7:30. Theme is Country. No dances for December or January.

Craft Fair - Janine Lipus noted it was a success and the proceeds of \$350 were made from table rentals.

Community Works Fund - Maureen LeBourdais. Maureen explained it was previously known as the Gas Tax Rebate. There are funds/grants available applicable to energy efficiencies. The furnace, which currently needs to be replaced, is eligible. Darren Campbell is the contact at the CRD. Joanne Meyrick offered her Grant Writing skills.

Craig Abbott clarified that based on inspection, the roof is good for another 2 to 5 years with regular inspections to qualify for insurance.

Wish List - solar panels and heat pump. Suggestion - How To Guide for the thermostat.

Buzzy Stickers - Danielle Kershaw. Received approval 5 years ago for the usage as a not-for-profit fundraiser. She underwrites the cost of the stickers personally and decides which interest groups receive the profits. This agreement will be formalized in a letter or MOU by the new President.

Acoustics - Mo O'Hara reported and shared the draft design of adding in the next 11 panels. His labour and those who assist, offer their services for free. The quote of \$2,300 is for materials only. The Community Club has set aside funds for this project. Craig motioned releasing the funds now; seconded by John Hollan. Mo will update at the next meeting.

Helen Englund made a request to at some time in the future having the basement connected to the sound system.

Propane Contract - Karen Ritchie. Discussion was held and it was agreed to switch from Superior Propane to Cariboo Propane. Chris Gruhs motioned; Helen Englund seconded.

Community Breakfast - Discussion was held and Maureen LeBourdais recommended posting an article in the Buzz to see if someone (with Food Safe) is interested in taking on this project.

Old Fashioned Christmas - Crystal Barter. To be held December 14th, 2024. Starts at 1 pm with sleigh rides. Dinner at 5 pm. WI and Kirsten Saunders are taking care of certain aspects. Hugh Barrett and Barry Robertson will get the tree. Walter and Mavis Hlookof will be Mr & Mrs Santa as per last year. Soup will be available mid-afternoon. Some music also performed by Troy Forcier. Sarah Marceau offered to assist with posters. Estimated budge for the dinner will be \$700-\$1,000

Meeting adjourned at 9:17 pm

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