



Grants for Assistance Application

Central Cariboo and Cariboo Chilcotin

Tuesday September 30th 2025 10:17 PM

Name of Organization: Station House Studio & Gallery Society

Mailing Address: #1 Mackenzie Avenue North, Williams Lake BC, V2G 1N4

Physical Address: #1 Mackenzie Avenue North, Williams Lake BC V2G 1N4

Telephone (office): 250-392-6113 **email:** manager@stationhousegallery.com

Purpose of Organization: Constitution: a) To restore and preserve the British Columbia Railway Station Building in Williams Lake, British Columbia; and b) To use the building for the promotion and support of local artists and crafts persons; and c) To provide a meeting place for community groups The Station House Studio & Gallery Society (Station House Gallery), is located in a a heritage building, and is committed to the preservation of the historic Station House (built in 1919, now Williams Lake's oldest standing building), but also supporting local arts and culture. The Station House Gallery is Williams Lake's public professional art gallery, and features two gallery spaces with rotating exhibitions monthly throughout the year. Also houses a gift shop, giving local artisans a location and opportunity to sell their wares year round. The Gallery is also committed to art programming for children, youth and adults, with ongoing art classes for all ages in a variety of mediums, and focusses.

How long has the organization operated in the community? 44 years

BC Society Registration Number: S0016659

Federal Charitable Registration Number: 119168391RR0001

Chairperson's name: Diana (Lynn) Capling

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

Treasurer or Financial Officer's name: Brenda Taylor

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

Current Grant Requested from CRD: \$ \$10000

PROJECT INFORMATION

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

The Station House Gallery Society is seeking funding assistance and support to undertake critical restoration work on the historic Station House building, Williams Lake's oldest standing building and home to the community's public and professional art gallery. This project will focus on the complete removal of deteriorating windows on the upper floor, repair of window frames, and installation of new, energy-efficient windows. The proposed use of this grant is to provide financial assistance toward the urgent restoration of the Station House Gallery's upper-floor windows. This work is essential to: - Preserve a Heritage Landmark – The Station House is Williams Lake's oldest standing building (built in 1919) and a vital part of the community's cultural identity. Repairing frames and replacing failing windows will protect the building's structural integrity and heritage. - Ensure Safety and Security – Many windows are compromised, with deteriorated frames and loose glass that pose risks to structural integrity, visitors, staff, and artworks. Replacement will restore safety, building security, and emergency access. - Promote Sustainability – Installing modern, energy-efficient windows will reduce energy loss, improve climate control for art preservation, and support the Gallery's environmental responsibility. - Maintain Professional Standards – Clear, functional windows will enhance the appearance of the Gallery, ensuring a professional environment for exhibiting artists and a welcoming experience for visitors. With an overall project cost quoted at \$25,000, grant support will move us significantly closer to completing this necessary restoration before further damage occurs, and ensuring lasting art and culture programs in the community, and for tourists.

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

The Station House Gallery is Williams Lake's oldest standing building and home to the community's public art gallery for 44 years. It provides rotating exhibitions year round with free admission in both upper and lower galleries, art programming for children, youth, and adults, a meeting space for local groups, and a gift shop where local artists can sell their wares year round, making it a vital cultural and community hub. The Gallery also attracts visitors, contributing to local tourism and the economy, with over 10,000 visitors annually. Preserving this heritage building through window restoration is essential to ensure Williams Lake and the community continue to have a thriving public art gallery housed in a safe, sustainable and historically significant building, providing the community access to the arts for generations to come. Please note, we do not have a set start or end date (dates below are just approximates). Dates are dependent on funding, contractors and environmental factors. We intend to complete this project as soon as funding can be secured, and no later than December 2026. It is detrimental to complete this project as quickly as possible.

3. Start date of the project: 11/1/2025 **End date for the project:** 9/30/2026

4. Describe the key activities and timelines to complete this project: Secure Project Funding (Current Phase): The Station House Gallery Society is actively pursuing grants and fundraising to secure the estimated full project cost of \$25,000. Work will be scheduled as soon as sufficient funding is in place. Contractor Engagement & Scheduling: Once funding is confirmed, we will finalize an agreement with a qualified contractor experienced in heritage building restoration. Scheduling will take into account seasonal weather conditions to protect the building and ensure quality workmanship. Window Removal & Frame Repair: The first stage of work will involve carefully removing all existing upper-floor windows and repairing the original frames to maintain the structure and heritage of the building. Installation of New Windows: New, energy-efficient windows will then be installed, ensuring safety, sustainability, and preservation of the building's integrity. Project Completion

& Follow-Up: The project will be completed as quickly as possible to reduce further damage and address current safety and preservation concerns. A post-project review will ensure that all frames are repaired, windows are properly installed, fitted, sealed, and meet both safety and heritage requirements. Timeline: Funding Secured: Anticipated within the next 6 months (depending on grant outcomes). Contractor Scheduling: Immediately upon securing funding. Construction & Installation: To be scheduled promptly thereafter, with work completed at the earliest and feasible time (weather-dependent). Our goal is to complete this project in the shortest timeframe possible to safeguard the building and ensure continued safe and professional use of the Station House Gallery.

5. How will you determine if the project/event was successful? The success of the Station House Gallery window restoration project will be determined through the following outcomes: - Completion of work (all upper-floor windows safely removed, frames repaired and new energy efficient windows installed within the planned project scope and budget). - Improved Safety & Security: Windows are now secure, fully functional (open/close and lock), compliant with safety standards, eliminating risks from deteriorated frames, loose glass, or restricted safety access. - Enhanced Preservation & Sustainability: The buildings structural integrity will be protected, preserving the heritage site for many years to come with energy efficient windows that reduce heat loss, improve sustainability and better climate control for all artwork. - Heritage Conservation: This project will protect Williams Lake's oldest standing building, ensuring it remains safe, professional, accessible and a cherished community building for future generations. - Cultural Enrichment: This project will ensure the Gallery can continue to offer children, youth and adult art programs, enhance the experience for exhibiting artists and visitors, encouraging continued exhibition submissions, proper art storage and encourage greater community attendance and participation in arts and culture. This project will strengthen community access to arts and culture while preserving cultural heritage.

6. Does your organization have sustainable funding? Please explain. The Station House Studio & Gallery Society (Station House Gallery) is a non-profit organization with diversified funding that support our ongoing suitability. The Gallery receives funding through a combination of: - Support from the Cariboo Regional District, the City of Williams Lake through the Central Cariboo Arts & Culture Society in terms of a Fee-For-Service agreement (\$22,500) - Support from BC Government through BC Community Gaming Grants (\$13,500 for exhibition and \$9,500 children's programs), and Canada Summer Jobs or Young Canada Works (summer student funding). - Grants - the Gallery applies for project-based grants from provincial, federal and local councils or organizations. Funds are dependent on each applications success. - Community support through memberships, donations/sponsorship, and fundraising events. Memberships are sold annually (January to December) at a rate of \$25/individual and \$30/family. - Sales from the Gallery and Gift Shop through commission on artwork sales that contribute to our operations (30% commission). While the Station House Gallery Society is very grateful for the ongoing support we receive through our fee-for-service agreement and gaming funds that sustain our programs, we are experiencing increased costs across all areas due to current economic impacts. As a small non-profit, we do not have reserve or contingency funds to cover a capital project of this size. Grant assistance is therefore essential for us to move forward with the urgent window restoration, ensuring the preservation of Williams Lake's oldest standing building and the continued sustainability of our public art gallery.

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

Yes

If so, which organizations? No applications outside of this one currently submitted. We are exploring potential other funding opportunities, including Rural Economic Diversification and Infrastructure Program opening on October for applications. Also restructuring our sponsorship/donation proposals to local businesses and sources, and determining fundraisers to assist in raising funding required.

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?

If this application is denied or approved for less than the requested amount, the Station House Gallery Society will face significant delays in completing this essential restoration project. Without sufficient funding, the deteriorating windows will continue to compromise the safety, security, and structural integrity of Williams Lake's oldest standing building, increasing repair costs over time and putting the heritage site and public art gallery at risk. The Society remains committed to completing the project; however, without full funding, we would need to seek additional grants, fundraise extensively, and potentially phase the project, which would prolong exposure to damage and safety concerns. Full funding will assist the Gallery in addressing these issues promptly and cost-effectively. Partial funding is still helpful, however will require us to further fundraising and grant efforts before work can proceed.

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?

Fee-for-Service with CRD, City of Williams Lake via the Central Cariboo Arts and Culture Society in the amount of \$22,500.

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

The Station House Gallery Society will ensure that all contributors to this project are appropriately acknowledged. Recognition will include: Signage at the Gallery: Prominent acknowledgment near the windows and throughout the building. Marketing and Promotional Materials: Inclusion in brochures, newsletters, exhibition rack cards, and other printed materials. Social Media and Website: Posts highlighting the funder's support on our social media channels and on the Gallery website. Public Announcements: Acknowledgment in press releases, media coverage, and at public events related to the project.

Date of your last Annual General Meeting (AGM): 11/20/2024

Previous Grant from CRD amount: \$

Previous project Description:

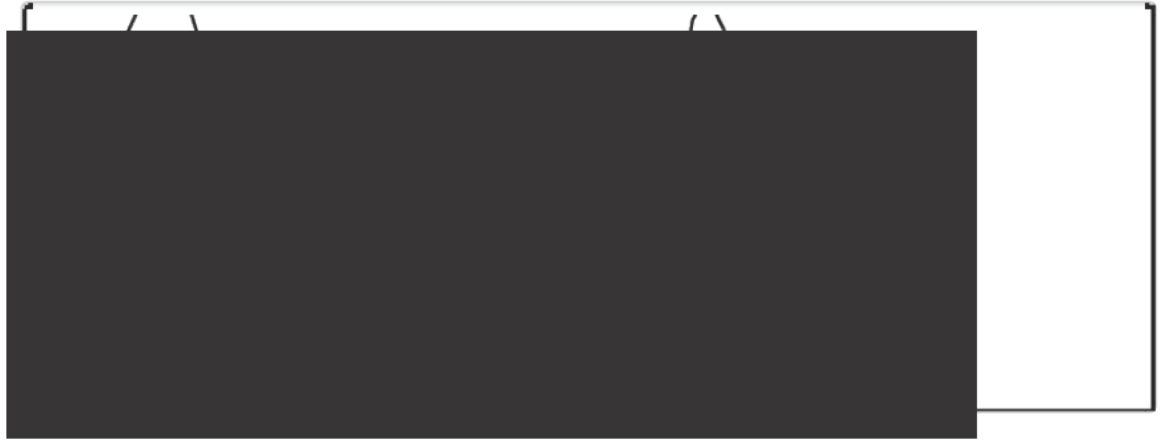
I confirm: *

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

Date:

Signature: (President/Chairperson) ?

9/30/2025



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

File Name



2024 Society Filing .pdf

61.5 KB



FINAL 2024 Minutes AGM.pdf

36.6 KB



SIGNED 2024 Year End Documents.pdf

1.0 MB



Station House PL YTD June.pdf

175.0 KB



Station House June Balance Sheet.pdf

173.4 KB

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

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

Please provide a detailed financial budget for the project. *

File Name



SHG Upper Floor Window Project Budget.pdf

66.5 KB

Station House Studio & Gallery Society

Window Restoration (upper floor) Project Budget

Total Quoted Project Cost: \$25,000

Expenses: Expense Item	Estimated Cost
Contractor Labor (window removal, frame repair, installation)	\$25,000
Materials (windows, frames, hardware, sealants)	
Project Management & Oversight (in-kind by Gallery)	\$0

Funding/Income:

Funding Source	Amount
Grant Assistance Requested	\$10,000
Additional Fundraising & Grants	\$8,000
Internally Restricted Funds	\$7,000
Total Funding Secured / Requested \$25,000	Covers full estimated project cost

Station House Studio & Gallery Society

Annual General Meeting Minutes

November 20, 2024

Graham Kelsey Room, Central Cariboo Arts Centre

Called to order 12:02 pm

Present:

DIRECTORS PRESENT: Lynn Capling, Brandy Stecyk, Brenda Taylor, Linda Bachman, Cary Burnett, Jill Crosina, Tiffany Simard, Anne Oliver

GUEST: Jane Wellburn

STAFF: Davana Stafford

ELECTION FACILITATOR: Melissa Normandin

1/ Opening Remarks by President, Lynn Capling

2/ Acceptance of Minutes of November 29, 2023

Moved by B. Stecyk Seconded by L. Bachman Carried

3/ Presidents Report – L. Capling ; Attached

The Board will miss the dedicated work of Anne Oliver and Pat Radolla now stepping down and to their contributions to our Society.

Treasurers Report – C. Burnett & D. Stafford – DRAFT Year End Financials - attached from Pritchard & Co Accountants

In the initial Internally Restricted funds of \$50,000 that were donated in 2019, \$13,151.58 remain. These funds will be used on future projects that are focussed on improving and preserving the Station House Gallery and property in both appearance, safety, security, maintenance and projects that improve the accessibility of the Station House Gallery to the community.

In the initial Externally Restricted funds of \$7500 in 2021, \$2549.23 remain and will be allocated as Externally Restricted Funds and will continue to be utilized in the same manner as previous years allocated by the donor for one annual Exhibition sponsorship, and to cover costs related to the Children’s Programs at the Station House Gallery.

L. Capling referred to Net Income for Year Ended September 30, 2024 was positive due to Fundraising of “An Artful Night Out”.

4/ Executive Director Report – read by Davana Stafford – Attached

5/ Election of Directors – Facilitated by Melissa Normandin

M. Normandin reviewed expectations from our Society Policy and with the requirement stated for 5 – 12 Directors

Retiring Directors – Anne Oliver, Pat Radolla, Casey Bennett

Standing Directors for re-election – Lynn Capling, Brandy Stecyk, Cary Burnett, Linda Bachman, Brenda Taylor, Jill Crosina, Tillary Simard

L. Capling nominated Jane Wellburn to be running for election as Directors -at -Large.

Directors Elected: 2024 – 2025 by Acclamation

President - Lynn Capling

Vice President – Brandy Stecyk

Treasurer – Cary Burnett (declined) with nomination of Brenda Taylor (accepted)

B. Taylor - Bank signing authority to be executed.

Secretary – Linda Bachman, with Stand-in Jill Crosina

Director -_Cary Burnett

Director - Jill Crosina

Director - Tiffany Simard

Director - Jane Wellburn

Adjournment 12:30 pm – followed by Refreshments

Moved by L. Capling

Seconded by B. Stecyk

Carried

Respectfully submitted by Linda Bachman, Secretary



2024 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **STATION HOUSE STUDIO & GALLERY SOCIETY**

Incorporation Number: S0016659

Business Number: 11916 8391 BC0001

Filed Date and Time: December 3, 2024 12:05 PM Pacific Time

Annual General Meeting (AGM) Date: November 20, 2024

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

#1 NORTH MACKENZIE AVE
WILLIAMS LAKE BC V2G 1N4

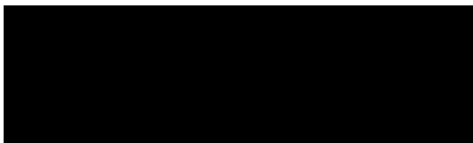
Mailing Address:

#1 NORTH MACKENZIE AVE
WILLIAMS LAKE BC V2G 1N4

DIRECTOR INFORMATION AS OF November 20, 2024

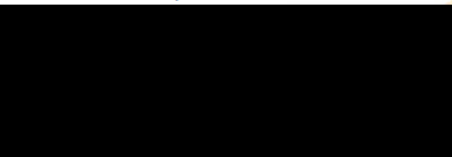
Last Name, First Name Middle Name:

BACHMAN, LINDA SHARON



Last Name, First Name Middle Name:

BURNETT, CAROLINE



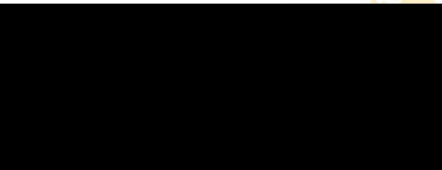
Last Name, First Name Middle Name:

CAPLING, DIANA LYNN



Last Name, First Name Middle Name:

CROSINA, JILL



Last Name, First Name Middle Name:

SIMARD, TIFFANY



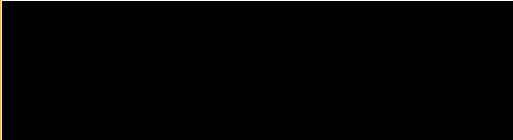
Last Name, First Name Middle Name:

STECYK, BRANDY



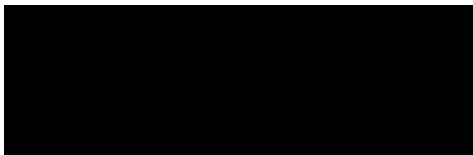
Last Name, First Name Middle Name:

TAYLOR, BRENDA



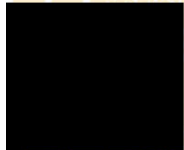
Last Name, First Name Middle Name:

WELLBURN, JANE



CERTIFICATION

I, Diane Toop, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



STATION HOUSE STUDIO & GALLERY SOCIETY

SEPTEMBER 30, 2024

2024

2023

ASSETS

Current Assets

Cash on hand

\$ 25,881.91 \$ 78,583.91

Fixed Assets

Debtors

6,955.00 6,955.00

Computer

12,987.43 12,987.43

Furniture

14,087.17 14,087.17

Leasehold improvements

10,212.35 10,212.35

Leasehold improvements

14,321.30 14,321.30

Total Assets

\$ 51,357.71 \$ 126,240.11

LIABILITIES

Current Liabilities

Accounts Payable

\$ 21,023.11

Accounts Payable

140.41

Accounts Payable

654.42

Accounts Payable

1,206.14

Accounts Payable

1,206.14

Equity

Retained Earnings

1,340

External Reserves

14.75

Internal Reserves

14.75

Restricted Assets

\$ 25,881.91 \$ 78,583.91

Restricted Assets

25,881.91 78,583.91

Total Liabilities

\$ 28,466.34 \$ 82,457.14

STATION HOUSE STUDIO & GALLERY SOCIETY

FINANCIAL STATEMENTS

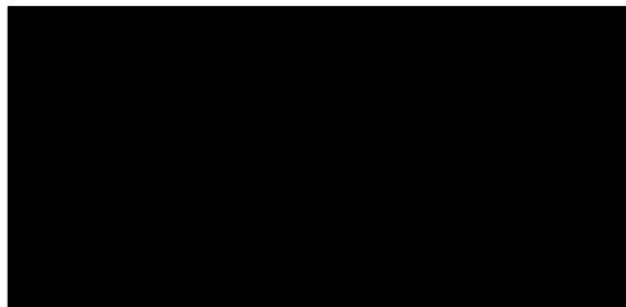
SEPTEMBER 30, 2024

APPROVED BY THE BOARD

**STATION HOUSE STUDIO & GALLERY SOCIETY
BALANCE SHEET
AS AT SEPTEMBER 30, 2024**

	<u>2024</u>	<u>2023</u>
ASSETS		
Current Assets		
Cash & in bank	\$ <u>79,881.41</u>	\$ <u>73,583.91</u>
Fixed Assets		
Container	6,955.00	6,955.00
Computer	12,987.48	12,987.48
Leasehold improvements	14,687.17	14,687.17
Less: Accumulated depreciation	<u>(20,238.35)</u>	<u>(20,238.35)</u>
	<u>14,391.30</u>	<u>14,391.30</u>
Total Assets	<u>\$ 94,272.71</u>	<u>\$ 87,975.21</u>
LIABILITIES		
Current Liabilities		
BC Gaming - Note 1	\$ 21,083.33	\$ 21,083.33
Accrued payroll & payroll taxes	1,400.26	140.41
GST payable	594.39	654.42
PST payable	<u>1,115.65</u>	<u>1,294.14</u>
	<u>24,193.63</u>	<u>23,172.30</u>
Equity		
Restricted funds		
Externally Restricted Funds - Memorial Fund - Note 2	2,549.23	3,349.23
Internally Restricted Funds - Bldg Preservation - Note 2	13,151.58	14,265.05
Unrestricted funds	<u>54,378.27</u>	<u>47,188.63</u>
	<u>70,079.08</u>	<u>64,802.91</u>
Total Liabilities & Equity	<u>\$ 94,272.71</u>	<u>\$ 87,975.21</u>

APPROVED BY THE BOARD



**STATION HOUSE STUDIO & GALLERY SOCIETY
REVENUE AND EXPENSE STATEMENT
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

	<u>2024</u>	<u>2023</u>
Revenue		
Donations	\$ 12,033.70	\$ 4,626.00
Children's program fees	3,298.50	2,462.50
Shop/gallery sales	149,577.99	138,188.21
Fundraising	19,774.68	2,368.80
Gaming	23,000.00	23,000.00
Grants	22,500.00	27,733.00
Interest income	3.00	-
Memberships	1,665.00	1,655.00
PST commission income	409.25	446.31
	<u>232,262.12</u>	<u>200,479.82</u>
 Cost of Goods Sold		
Consignors - shop	95,400.51	87,192.21
Consignors - gallery	8,533.80	9,800.00
	<u>103,934.31</u>	<u>96,992.21</u>
	128,327.81	103,487.61
 Expenses		
Advertising & promotion	3,400.61	2,951.86
Bank charges	3,634.73	3,538.82
Building maintenance & security	4,915.43	4,640.75
Children's programs	6,506.93	7,008.90
Dues & memberships	281.00	326.00
Exhibition expenses	6,606.31	5,383.77
Fundraising expenses	5,628.28	-
Insurance	1,161.00	925.00
Lease expense	300.00	300.00
Loss/theft	-	4,306.29
Office expenses	2,526.80	5,338.53
Property taxes	208.50	124.25
Supplies & small tools	3,615.69	6,958.31
Telephone & utilities	5,987.15	6,048.94
Wages & benefits	77,970.56	70,051.42
WCB expense	153.51	202.05
	<u>122,896.50</u>	<u>118,104.89</u>
 Net Income	<u>\$ 5,431.31</u>	<u>\$ (14,617.28)</u>

APPROVED BY THE BOARD

Director

Director

**STATION HOUSE STUDIO & GALLERY SOCIETY
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED SEPTEMBER 30, 2024**

		<u>2024</u>	<u>2023</u>
1.	BC Gaming		
	Received from BC Gaming in July	\$ 23,000.00	\$ 23,000.00
	Classified as Gaming Income one twelfth per month - September 2024	<u>1,916.67</u> \$ <u>21,083.33</u>	<u>1,916.67</u> \$ <u>21,083.33</u>
		<u>2024</u>	<u>2023</u>
2.	Restricted Funds		
	Externally Restricted Funds	\$ 2,549.23	\$ 3,349.23
	Internally Restricted Funds	<u>13,151.58</u>	<u>14,265.05</u>
		\$ <u>15,700.81</u>	\$ <u>17,614.28</u>

APPROVED BY THE BOARD

Director

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