



REPORT FIN-2020-040

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 25, 2020

SUBJECT: 2021 Grant Application Program
File: F11 – GRA and A09 GRA

RECOMMENDATIONS

THAT Report FIN-2020-040 regarding the 2021 Grant Application Program be received; and

That Council approves the grant allocations amounting to \$_____ as outlined below:

Organization	2021 Approved Grant Allocation
Aberfoyle Agricultural Society	
Aberfoyle Farmers' Market	
Friends of Mill Creek – Grand River	
Puslinch Lake Conservation Association	
Sunrise Therapeutic Riding and Learning Centre – Category 2 Application	
Sunrise Therapeutic Riding and Learning Centre – Category 3 Application	
Wellington County Plowmen's Association	
Whistle Stop Cooperative Preschool	

Purpose

The purpose of this report is to provide Council a summary of the 2021 Community Grant Requests to determine Council approved allocations as part of the 2021 budget process.

Background

Township staff advertised the 2021 Grant Application Program on the Township's website and the Puslinch Pioneer and indicated a deadline of August 31, 2020 to submit a grant application.

The applications from each community group are attached as Schedules A to H.

Outlined in the table below are the 2020 grant payments processed based on the 2020 approved budget and the 2021 requests received:

Organization	2020 Payments	2021 Request	Attachment	COVID-19 Impacts of 2020 Grant Allocations
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A	There was no fair held in 2020 due to COVID-19. The organization utilized 2020 funds to prepay vendors for the 2021 fair.
Aberfoyle Farmers' Market	\$3,000	\$3,000	Schedule B	There was no market held in 2020 due to COVID-19. The organization utilized 2020 funds for a professional photographer and website rebuild.
Friends of Mill Creek – Grand River	\$1,250	\$3,000	Schedule C	The Millcreek Stewardship Ranger Program was on hold in 2020 due to COVID-19. The organization will be using the 2020 funds in 2021.
Optimist Club of Puslinch	\$2,231.83	\$0		The organization will be utilizing the 2020 funds once meetings and public events can be resumed.
Puslinch Lake Conservation Association	\$25,000	\$25,000	Schedule D	The association has had to cancel 2020 fundraising events due to COVID-19. In May 2020, it was indicated that the association would be proceeding with the planned expenditures.
Sunrise Therapeutic Riding and Learning Centre – Category 2 Application	\$2,000	\$3,000	Schedule E	The organization confirmed that they are able to use the 2020 funds for the designated purpose.
Sunrise Therapeutic Riding and Learning Centre – Category 3 Application	\$0	\$25,000	Schedule F	
Wellington County Plowmen's Association	\$180	\$180	Schedule G	The \$180 was used for the Township's advertisement in the 2020 Plowing Match book.
Whistle Stop Cooperative Preschool	\$877.96	\$1,000 Note A	Schedule H	The organization confirmed that they were able to use the 2020 funds for the designated purpose.
Total	\$37,540	\$63,180		

Note A: The total rental fees for this event amount to \$529.93 based on the contract entered into Keystone.

Financial Implications

The 2021 Operating Budget as presented includes \$37,540 for Community Grants.

The Grant Application Policy approved by Council sets a dollar threshold as outlined below:

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.

Based on the tax levy of \$4,309,110 approved in the 2020 budget, this would amount to \$21,546 in grant funds to be provided in 2021.

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A - Aberfoyle Agricultural Society

Schedule B - Aberfoyle Farmers' Market

Schedule C – Friends of Mill Creek – Grand River

Schedule D - Puslinch Lake Conservation Association

Schedule E - Sunrise Therapeutic Riding and Learning Centre – Category 2 Application

Schedule F - Sunrise Therapeutic Riding and Learning Centre – Category 3 Application

Schedule G - Wellington County Plowmen's Association

Schedule H - Whistle Stop Cooperative Preschool



TOWNSHIP OF

PUSLINCH

EST. 1850

Schedule A to Report FIN-2020-040

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Aberfoyle Agricultural Society

Contact name and position *

Don McKay past President

Organization mailing address *

84 Queen Street RR#2 Puslinch Ontario N0B 2J0

Website

www.aberfoyleagricultural.society.com

Telephone Number *

519-822-2984

Ext.

Email Address *

donmckay@golden.net

Questionnaire

Grant amount applied for *

\$3000.00

Organization's goals and objectives related to the grant request *

Schedule A to Report FIN-2020-040

The society has as its mandate to “increase the awareness of, and to improve the quality of, agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, crafts, pets and equipment”. We have a special emphasis on remaining an Agricultural event, and try constantly to live up to our motto as “The Classiest Class 3 Fair.” We also assist in 4-H and Junior Garden Club activities.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

Over two days September 10-12, 2021 the Aberfoyle Agricultural Society for its 181th year will provide a fall fair for the residents of Puslinch and surrounding communities. The fair will be held on the grounds of the Puslinch Community Centre.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

Financing of the fair is from donations, provincial and municipal grants, corporate and private sponsorships and from membership and fair admissions. Township support will help the society to leverage funding from corporate and private individuals by demonstrating that the Township believes in and supports the mission and goals of the Society and sees the benefits to the community of holding an annual fall fair.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

Schedule A to Report FIN-2020-040

In 2020 the Society due to Covid-19 had to postpone the fair until 2021. However the grant received from the Township in 2020 was used to pay for on going costs 2020 was the first time in its 180 year history that there was no Aberfoyle Fall Fair If the Society does not receive a grant from the Township the fair will still go ahead. However it will make it harder to leverage funds from corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 181 years.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



Scanned from a Xerox Multifunction Printer.pdf

67.8 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



Scanned from a Xerox Multifunction Printer.pdf

67.8 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Schedule A to Report FIN-2020-040

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

8/30/2020



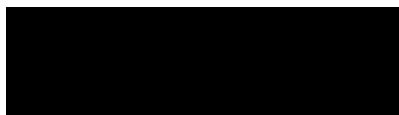
Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Don McKay, Past President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization



The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

9:12 AM

08/22/19

Accrual Basis

Aberfoyle Agricultural Society
Balance Sheet
As of August 12, 2019

	Aug 12, 19
ASSETS	
Current Assets	
Chequing/Savings	
TDCanada Trust - 25002-0308002	13,520.62
Total Chequing/Savings	13,520.62
Other Current Assets	
Change Fund/Floats	350.00
Fair/Office Supplies	1,610.00
HST Receivable	3,269.20
Total Other Current Assets	5,229.20
Total Current Assets	18,749.82
Fixed Assets	
Banners/Signage	
Accum Dep'n-Banners/Signage	-2,204.50
Banners/Signage - Other	2,204.50
Total Banners/Signage	0.00
Homecraft/Juniors/Hall Equipmen	
Accum Dep'n-Homecraft/Juniors/H	-2,055.25
Homecraft/Juniors/Hall Equipmen - Other	2,662.85
Total Homecraft/Juniors/Hall Equipmen	607.60
Mobile/Horse Equipment	
Accum Dep'n-Mobile/Horse Equipm	-1,332.45
Mobile/Horse Equipment - Other	5,572.45
Total Mobile/Horse Equipment	4,240.00
Office Equipment	
Accum Dep't-Office Equipment	-463.33
Office Equipment - Other	463.33
Total Office Equipment	0.00
Pens/Gates/Fencing/Seating	
Accum Dep'n-Pens/Gates/Fencing/	-1,538.16
Pens/Gates/Fencing/Seating - Other	1,538.16
Total Pens/Gates/Fencing/Seating	0.00
Speaker/Sound System	
Accum Dep'n-Speaker/Sound Syste	-606.63
Speaker/Sound System - Other	606.63
Total Speaker/Sound System	0.00
Total Fixed Assets	4,847.60
TOTAL ASSETS	23,597.42
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	141.50
Retained Earnings	12,488.63
Net Income	10,967.29
Total Equity	23,597.42
TOTAL LIABILITIES & EQUITY	23,597.42

9:12 AM

08/22/19

Accrual Basis

Aberfoyle Agricultural Society
Profit & Loss
January 1 through August 12, 2019

	Jan 1 - Aug 12, 19
Ordinary Income/Expense	
Income	
Donations	
Donations - Bill Crow	330.00
Donations - General	1,877.00
Donations - Junior Garden Club	410.00
Total Donations	2,617.00
Fair Revenue	
Food Vendors	-130.00
Total Fair Revenue	-130.00
Fundraising Activities	
Chicken BBQ - Revenue	
Chicken BBQ-Silent Auction	1,019.00
Chicken BBQ Expenses	-3,364.86
Chicken BBQ - Revenue - Other	7,224.64
Total Chicken BBQ - Revenue	4,878.78
Total Fundraising Activities	4,878.78
Government & Municipal Grants	
Govt & Municipal Grants-Guelph	100.00
Govt & Municipal Grants-Omafra	3,000.00
Govt & Municipal Grants-Puslinc	3,000.00
Govt & Municipal Grants-Welling	500.00
Grand River Grant	1,000.00
Total Government & Municipal Grants	7,600.00
Paid Memberships	180.00
Sponsorships	
Corporate Donations/Sponsorship	5,250.00
Total Sponsorships	5,250.00
Tea	
Tea Expenses	-830.98
Tea - Other	1,958.23
Total Tea	1,127.25
Total Income	21,523.03
Gross Profit	21,523.03
Expense	
Bank Service Charges	91.39
Dues/Conventions	200.00
Fall Fair Expenses	
Entertainment	1,159.96
Printing	1,269.80
Prize Money	4.00
Tent Rentals	2,012.38
Total Fall Fair Expenses	4,446.14
HST Expense	539.85
Office Supplies	990.00
Supplies	
Office	788.36
Total Supplies	788.36
Wages/Honorarium	3,500.00
Total Expense	10,555.74
Net Ordinary Income	10,967.29
Net Income	10,967.29

Aberfoyle Agricultural Society Budget

Schedule A to Report FIN-2020-040

January through December 2019

Jan - Dec 18

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$ 450.00
Donations - General	\$ 3,075.00
Donations - Junior Garden Club	\$ 665.00
Donations - Other	\$ 3,000.00

Total Donations \$ 7,190.00

Fair Revenue

Fair - ATV	\$ 1,980.00
Fair Entry Fees	\$ 500.00
Fair Gate Admissions	\$ 12,000.00
Fair Other Revenue	\$ 500.00
Food Vendors	\$ 150.00
Pony Club	\$ 940.00
Tractor Pull	\$ 700.00
Wrist Bands	\$ 2,800.00

Total Fair Revenue \$ 19,570.00

Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ-Silent Auction	\$ 1,019.00
Chicken BBQ Expenses	\$ (3,365.00)
Chicken BBQ - Revenue - Other	\$ 7,225.00

Total Chicken BBQ - Revenue \$ 4,879.00

Total Fundraising Activities \$ 4,879.00

Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$ 100.00
Govt & Municipal Grants-Omafra	\$ 3,000.00
Govt & Municipal Grants-Puslinc	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 500.00
Grand River Grant	\$ 1,000.00

Total Government & Municipal Grants \$ 7,600.00

Miscellaneous Income \$ 225.00

Paid Memberships \$ 325.00

Quilt Raffle \$ 700.00

Sponsorships

Corporate Donations/Sponsorship \$ 7,750.00

Total Sponsorships \$ 7,750.00

Total Income \$ 48,239.00

Gross Profit \$ 48,239.00

Expense

Amortization Expense \$ 260.40

Bank Service Charges \$ 350.00

Donation \$ 500.00

Dues/Conventions \$ 1,100.00

Fall Fair Expenses

4H	\$ 990.00
Advertising	\$ 1,175.00
ATV Pull	\$ 800.00
Dance Expenses	\$ 100.00
Entertainment	\$ 3,500.00
Fair Supplies/Repairs	\$ 2,500.00
Insurance - Fair	\$ 2,000.00
Judges Fees	\$ 875.00
P.A. Systems	\$ 1,000.00
Permits	\$ 300.00
Pony Club Horse Show Expenses	\$ 810.00
Printing	\$ 2,500.00
Prize Money	
Games	\$ 610.00

Aberfoyle Agricultural Society
Budget

Schedule A to Report FIN-2020-040

January through December 2019

	Jan - Dec 18
Prize Money - Other	\$ 8,000.00
Total Prize Money	\$ 8,610.00
Ribbons/Awards	\$ 1,000.00
Sanitation	\$ 600.00
Security	\$ 315.00
Tent Rentals	\$ 6,000.00
Tractor Pull Expenses	\$ 1,175.00
Total Fall Fair Expenses	\$ 34,250.00
HST Expense	\$ 1,780.00
Jr. Garden Club	\$ 1,000.00
Postage/Delivery	\$ 68.00
Supplies	
Office	\$ 100.00
Supplies - Other	\$ 100.00
Total Supplies	\$ 200.00
Wages/Honorarium	\$ 3,500.00
Total Expense	\$ 43,008.40
Net Ordinary Income	\$ 5,230.60
Net Income	\$ 5,230.60



TOWNSHIP OF

PUSLINCH

EST. 1850

Schedule B to Report FIN-2020-040

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Aberfoyle Farmer's Market Association

Contact name and position *

Jayne Mast, President

Organization mailing address *

4370 Victoria Rd S, Puslinch, ON N0B 2J0

Website

www.afma.ca

Telephone Number *

519-830-4043

Ext.

Email Address *

yourmarket@afma.ca

Questionnaire

Grant amount applied for *

\$3000

Organization's goals and objectives related to the grant request *

Schedule B to Report FIN-2020-040

The AFMA had a difficult year in 2020. With not being able to operate due to COVID restrictions, our 2020 revenue is down over \$23,000. We were locked into certain advertising contracts and other dues & subscriptions, so expenses did not decrease proportionately. Many vendors were disappointed with our decision not to operate early on in the season, and when we approached them about starting up mid-season, many advised they could not pivot their sales channels half way through the year (due to limited staffing, etc.). The Board is growing concerned about the impact of the 2020 market closure on future seasons. We want to reaffirm our presence in the Puslinch community and maintain a solid vendor roster and customer base. Our ultimate goal continues to be to maintain a sustainable community space for all to share, while supporting local producers, businesses and crafters through customer sales at the market.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

The AFMA is requesting sponsorship funding to inject additional cash into our advertising efforts and develop new marketing initiatives for 2021. Grant funding in 2019 helped us build a new and improved website with enhanced functionality and interfacing with our market management system (vendor information, market layout, etc). We would like to augment this improved online presence with social media marketing to drive additional website traffic and market exposure. We have had success in the past with social media advertising, and would like to leverage sponsorship funding for more targeted ad campaigns to attract both vendors and customers. Another proposed initiative is to offer returning full-time vendors a greater discount on their stall fees when registering for the 2021 season. In the end, all of the funds would go towards activities designed to increase the visibility of the market and attract (and maintain) more customers and vendors.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

The AFM is a non-profit organization that derives it's funding from vendor stall rental fees, donations and from the support of local businesses. The AFMA Board is hopeful that the Township will continue to see the value in supporting the market by approving a sponsorship grant to the AFM. With this funding the AFMA will continue to increase the visibility of the market, which in turn supports our local vendors and provides value to our customers and the greater community.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

Schedule B to Report FIN-2020-040

The AFMA Board of Directors is concerned about the impact of not operating this year on our 2021 season. We question whether some vendors may not return, as many found success with online sales during the COVID pandemic. Targeted marketing campaigns will enable the market to maintain its "truly local" feel and boast a full roster of vendors from mere kilometres away. It will also help to continue to attract customers from Puslinch, Guelph, Cambridge and surrounding areas, who see the value in supporting small businesses and local farmers. Without additional funding for our 2021 marketing budget, we fear we may not be able to maintain the near 100% vendor occupancy rate and continued growth in visitor attendance we saw in 2019. Of course, we will soldier on and continue to manage an enjoyable and community-focused market. Our dedicated volunteers will ensure the market is open for business each market day and that we put forth the best market experience possible.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



AFMA 2020 Budget.pdf

522.8 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



AFMA Financial Statements_as of Jul 2020.pdf

63.1 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

File Name



AFM 2019 Annual Report.pdf

1.1 MB

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

8/17/2020



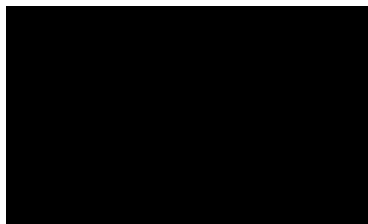
Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Jayme Mast, 2020 President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

**Signature of Applicant on behalf of
Organization ***

**Signature of Applicant on behalf of
Organization** Schedule B to Report FIN-2020-040



The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.



“food you love, farmers you know”

Aberfoyle Farmers' Market Association Inc.
2019 Annual Report
Presented
March 11, 2020

1. Preamble

The Aberfoyle Farmers' Market Association Inc. (AFMA) was established as a not for profit corporation in June of 2010. Each year the AFMA holds an Annual General Meeting of the members to review activities of the AFMA and elect the new board of directors. This Annual Report has been prepared to provide the general membership information regarding the significant activities of the AFMA since the previous Annual General Meeting.

2. Governance

The AFMA is governed by a volunteer board of up to ten Directors elected by the membership at the Annual General Meeting. The President, Secretary and Treasurer are then appointed by the new board of directors. On March 19th, 2019 the AFMA held their Annual General Meeting and installed the current board and officers. This elected board is guided by the Vision, Mission and Values expressed in our Market Handbook and are committed to creating an atmosphere of possibility, where the members have the ability to create a farmers' market that reflects the values of this small community.

The AFMA Board of Directors meets the second Wednesday of each month from January through November each year. The standing monthly agenda includes topics such as:

- > Corporate Care (Review of prior minutes and action items)
- > Update on Operations (Manager's Report, Marketing & Communications, etc)
- > Strategy & Development (special projects management and ideas for consideration)
- > New business (as required)
- > Summary of new action items and Adjournment

3. Funding

Operating funds for 2019 consisted of various sources which included: Vendor fees, ATM user fees, Township of Puslinch Grant, donations and AFM stall sales.

The Township of Puslinch provided the AFMA with a substantial grant of \$2,500. The AFMA was happy to use the grant to help pay for the AFMA Van Wrap / Mobile Marketing project. The van was on proud display during the 2019 Puslinch Christmas Parade.

Donations came from three sources in 2019:

- > Toyota Motor Manufacturing Canada (TMMC) \$500
- > The Puslinch Pioneer \$XXX
- > Kevin Hayden (Vehicle Advertising Space for Van Wrap)

The AFM stall fees were generated by AFM board members and volunteers making and selling soup at the market with all profits going to the AFMA. The soup sale project is typically done at the end of the market season and has the following benefits:

- > To respond to customer requests for warm soup on cold days
- > Show case our vendor's fresh vegetables
- > Its an excellent team building exercise for the AFMA Board

The AFMA was also fortunate to receive in kind support from volunteers at our special events and help with various marketing activities. These community donations serve as a strong reminder that farmers' markets are about building community.

4. Facilities

The AFM Board recently sign a new agreement with the Township with a modest fee increase.

5. Operations

The operations of the organization are overseen by the AFM Board and delivered by the market manager. During the 2019 market season the AFM Board created a subcommittee called 'The Operations Committee' that consisted of various AFM Board members, the market manager and a dedicated volunteer. The Operations Committee was established to streamline the communication channels for managing the logistics of the market and to improve the efficiency of the daily operations. The Operations Committee reports into the AFM Board as needed.

Averages / Week	2015	2016	2017	2018
Visitors	670	702	763	710
Stalls Rented	29	28	28	
ATM Usage	\$1720	\$2260	\$1420	\$2180
% Farmers	54	49	57	
% Crafters	18	13	15	

6. Marketing

The following activities were undertaken to promote the market during the 2019:

Continued efforts to attract visitors to the market via social media. The results of these activities proved extremely successful again for the final market day (Christmas Sale). Customer traffic was up significantly and vendors reported increased sales as a result.

The AFMA continued to maintain a web site which is used to provide both customers and vendors access to information about the market. For the vendors, the site included an online application and where vendors could promote themselves and their products. For customers, the site provided an organized list of vendors and products, contact information, maps and market hours and dates. The domains are being used to support the website and market emails.

7. Visitor Counts

8. Partnerships and Memberships

The AFMA maintained its membership in Farmers' Markets Ontario and Taste Real for 2019. Our membership with FMO provides us access to a variety of resources such as insurance and training programs for our vendors. The market also maintained a connection with the Green Belt Farmers' Market Network. This involvement also provides access to professional development and grants for the market and our vendors.



Aberfoyle Farmers' Market
Profit and Loss by Month
January - December 2020 Budget

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
INCOME													
4000 Revenue													
4010 Stall rentals	-	-	-	2,161.00	8,767.42	1,743.37	1,192.76	1,012.86	1,358.07	1,074.69	1,283.62	(93.79)	18,500.00
4017 Soup Sales	-	-	-	-	-	-	-	-	-	-	-	-	-
4090 Vendor registration fees	-	230.31	268.69	499.03	460.62	268.69	191.92	249.49	139.32	230.31	(38.38)	-	2,500.00
4200 ATM fees	-	-	-	-	39.39	386.03	446.43	420.17	735.29	472.69	-	-	2,500.00
Total 4000 Revenue	-	230.31	268.69	2,660.03	9,267.43	2,398.09	1,831.11	1,682.52	2,232.68	1,777.69	1,245.24	(93.79)	23,500.00
4030 Donations & Contributions													
4060 Donations	-	-	-	-	11.23	-	50.44	-	28.73	252.21	7.39	-	350.00
xxxx Township Grant	-	-	-	-	2,500.00	-	-	-	-	-	-	-	2,500.00
Total 4030 Donations & Contributions	-	-	-	-	2,511.23	-	50.44	-	28.73	252.21	7.39	-	2,850.00
Total Income	-	230.31	268.69	2,660.03	11,778.66	2,398.09	1,881.55	1,682.52	2,261.40	2,029.90	1,252.63	(93.79)	26,350.00
GROSS PROFIT	-	230.31	268.69	2,660.03	11,778.66	2,398.09	1,881.55	1,682.52	2,261.40	2,029.90	1,252.63	(93.79)	26,350.00
EXPENSES													
5005 Bank fees													
5010 Bank Fees BMO	-	-	-	-	-	2.50	2.50	2.50	2.50	-	-	-	10.00
5015 Bank Fees ATM	-	-	-	-	35.00	35.00	35.00	35.00	35.00	35.00	-	-	210.00
5005 Bank Fees - Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 5050 Bank Fees	-	-	-	-	35.00	37.50	37.50	37.50	37.50	35.00	-	-	220.00
5020 Mileage	-	-	36.67	-	-	-	352.63	-	-	-	110.71	-	500.00
6000 Advertizing													
6012 TD Market Bucks	-	-	-	-	-	-	-	-	-	-	-	-	-
6021 Facebook ads	-	-	-	-	500.00	-	500.00	-	500.00	-	500.00	-	2,000.00
6025 Market bags	-	-	-	-	-	-	-	-	-	-	-	-	-
6024 Bookshelf Ads	-	-	-	-	-	-	-	-	-	-	-	-	-
6036 Curious	-	-	-	185.00	-	-	-	-	-	-	-	-	185.00
6040 WEB Site	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
xxxx Website Redesign	-	-	-	-	2,500.00	-	-	-	2,500.00	-	-	-	5,000.00
6045 Pioneer	-	-	-	-	2,300.00	125.00	-	-	-	75.00	-	-	2,500.00
6047 South Guelph	-	-	-	-	-	-	-	-	-	-	-	-	-
6048 Event flyers	-	-	-	-	-	-	-	-	-	-	-	-	-
6051 Bench Sign	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	-	-	-	1,395.00
6060 Other advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 6000 Advertizing	185.00	185.00	185.00	370.00	5,485.00	310.00	685.00	185.00	3,185.00	105.00	530.00	30.00	11,440.00
6100 Amortization Expense													
6102 Amortization ATM	-	-	-	-	-	-	-	-	-	-	-	200.00	200.00
Total 6100 Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	200.00	200.00
6195 Contract Labour													
6196 Market Manager	-	586.47	476.51	659.78	-	1,466.18	-	2,162.61	1,360.66	-	2,847.94	439.85	10,000.00
6198 Assistant	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 6195 Contract Labour	-	586.47	476.51	659.78	-	1,466.18	-	2,162.61	1,360.66	-	2,847.94	439.85	10,000.00
6200 Gifts	-	-	11.02	-	-	-	42.37	-	264.83	-	31.78	-	350.00
6400 Manage My Market	-	-	-	-	-	-	-	-	-	-	-	-	-
6426 Membership Fees	-	-	-	-	-	300.00	-	-	-	-	-	-	300.00
6670 Program Expense	-	-	-	-	-	348.17	-	-	51.83	-	-	-	400.00
6770 Supplies													
6775 Facility	-	-	-	-	-	-	405.45	-	94.55	-	-	-	500.00
6780 Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-
6785 Office	-	-	-	-	-	-	-	-	-	-	100.00	-	100.00
Total 6770 Supplies	-	-	-	-	-	-	405.45	-	94.55	-	100.00	-	600.00
6800 Rent													
6801 Facility rental	-	3,000.00	-	-	-	-	-	-	-	-	-	-	3,000.00
6802 Other rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 6800 Rent	-	3,000.00	-	-	-	-	-	-	-	-	-	-	3,000.00
6950 Dues & Subscriptions													
6951 Quickbooks Online Subscriptions Fees	-	-	-	-	-	-	-	-	-	-	400.00	-	400.00
6952 MarketWerks Subscription Fees	-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00
Insurance													
6425 Liability Insurance	-	-	-	-	-	1,100.00	-	-	-	-	-	-	1,100.00
Total Insurance	-	-	-	-	-	1,100.00	-	-	-	-	-	-	1,100.00
Minister of Finance Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Miscellaneous Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	185.00	3,771.47	709.19	1,029.78	5,520.00	3,561.84	1,522.95	2,385.11	4,994.38	140.00	4,020.43	1,669.85	29,510.00
PROFIT	(185.00)	(3,541.16)	(440.50)	1,630.25	6,258.66	(1,163.75)	358.60	(702.59)	(2,732.97)	1,889.90	(2,767.80)	(1,763.65)	(3,160.00)

Aberfoyle Farmers' Market

Schedule B to Report FIN-2020-040

BALANCE SHEET

As of July 31, 2020

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 Cash accounts	0.00
1010 Chequing	11,514.07
1015 Petty Cash	0.00
1020 Funds held for deposit	0.00
1030 ATM Cash Machine Float	0.00
Total 1000 Cash accounts	11,514.07
1499 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$11,514.07
Accounts Receivable (A/R)	
1200 Accounts Receivable	21.00
Total Accounts Receivable (A/R)	\$21.00
1225 Miscellaneous receivables	0.00
Total Current Assets	\$11,535.07
Non-current Assets	
Property, plant and equipment	
1301 ATM	2,614.65
1302 Grant ATM	-1,500.00
1303 Accum Dep ATM	-985.85
Total Property, plant and equipment	\$128.80
1250 Investments	0.00
1999 Suspense	0.00
Total Non Current Assets	\$128.80
Total Assets	\$11,663.87
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	2,158.00
Total Accounts Payable (A/P)	\$2,158.00
2200 GST Payable	-801.14
Receiver General Suspense	0.00
Total Current Liabilities	\$1,356.86
Total Liabilities	\$1,356.86
Equity	
3000 Opening Bal Equity	0.00
Retained Earnings	14,315.39
Profit for the year	-4,008.38
Total Equity	\$10,307.01
Total Liabilities and Equity	\$11,663.87

Aberfoyle Farmers' Market

Schedule B to Report FIN-2020-040

PROFIT AND LOSS BY MONTH

January - July, 2020

	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	TOTAL
INCOME								
4000 Revenue								\$0.00
4010 Stall rentals		851.00	207.00		-1,031.49	-26.51		\$0.00
4011 STALL10X10				0.03		0.06		\$0.09
Total 4010 Stall rentals		851.00	207.00	0.03	-1,031.49	-26.45		\$0.09
4090 Vendor registration fees		897.00	156.00		-1,053.00			\$0.00
Total 4000 Revenue		1,748.00	363.00	0.03	-2,084.49	-26.45		\$0.09
4030 Donations & Contributions								\$0.00
4060 Donations					88.14			\$88.14
Total 4030 Donations & Contributions					88.14			\$88.14
4110 Grants			3,000.00			500.00		\$3,500.00
Discounts given		-52.90			52.90			\$0.00
Total Income	\$0.00	\$1,695.10	\$3,363.00	\$0.03	\$ -1,943.45	\$473.55	\$0.00	\$3,588.23
GROSS PROFIT	\$0.00	\$1,695.10	\$3,363.00	\$0.03	\$ -1,943.45	\$473.55	\$0.00	\$3,588.23
EXPENSES								
5005 Bank fees								\$0.00
5010 Bank Fees BMO	12.50					2.50		\$15.00
Total 5005 Bank fees	12.50					2.50		\$15.00
6000 Advertizing								\$0.00
6021 Facebook ads					71.56			\$71.56
6036 Curious			189.00					\$189.00
6040 Website				270.38	360.00			\$630.38
6045 Pioneer					1,320.00			\$1,320.00
6051 Bench Sign	155.00	155.00	155.00	155.00	155.00	155.00	155.00	\$1,085.00
Total 6000 Advertizing	155.00	155.00	344.00	425.38	1,906.56	155.00	155.00	\$3,295.94
6195 Contract Labour								\$0.00
6196 Market Manager		0.00		1,419.00				\$1,419.00
Total 6195 Contract Labour		0.00		1,419.00				\$1,419.00
6800 Rent								\$0.00
6801 Facility rental		2,866.67						\$2,866.67
Total 6800 Rent		2,866.67						\$2,866.67
Minister of Finance Expense			0.00		0.00	0.00	0.00	\$0.00
Total Expenses	\$167.50	\$3,021.67	\$344.00	\$1,844.38	\$1,906.56	\$157.50	\$155.00	\$7,596.61
PROFIT	\$ -167.50	\$ -1,326.57	\$3,019.00	\$ -1,844.35	\$ -3,850.01	\$316.05	\$ -155.00	\$ -4,008.38



TOWNSHIP OF

PUSLINCH

EST. 1850

Schedule C to Report FIN-2020-040

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Friends of Mill Creek (FOMC)

Contact name and position *

Ron Van Ooteghem - Treasurer

Organization mailing address *

c/o Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON, N0B 2J0

Website

www.friendsofmillcreek.org

Telephone Number *

416-524-0027

Ext.

Email Address *

ron.vanooteghem@ca.crh.com

Questionnaire

Grant amount applied for *

\$3,000

Organization's goals and objectives related to the grant request *

Our mission is to develop, promote and implement projects in the watershed that maintains and enhances Mill Creek as a cold water stream. This is done primarily through the FOMC Stewardship Ranger Program that has been on-going since 2003. This grant, in part, will provide funding to ensure that the Ranger Program can continue successfully in 2021.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

The Ranger crew is a environmental stewardship work team comprised of four local grade 11 and 12 students and a crew leader. In-stream projects are completed over a period of 8 weeks during July and August under the direction of the FOMC technical committee and the Grand River Conservation Authority (GRCA). As part of the work plan, restoration work has been completed in and around the creek at various location throughout Puslinch Township including the Aberfoyle Creek tributary near the Puslinch Community Center.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

The primary focus of the FOMC and the Ranger Program is to enhance the health of Mill Creek, a valuable natural resource in the Township of Puslinch. In addition, this program continues to inspire and support local youth to pursue careers in environmental studies.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

The FOMC is very proud of what the Ranger Program has achieved. Without on-going funding from the Township of Puslinch and other community partners, continuation of the Ranger Program and the benefits of this work to Mill Creek would be at risk. There has been a significant amount of work completed in the creek by the hard working ranger crews over the past 17 years and a lot of work still needs to be done.

Also, the opportunity for the Ranger Program to develop future environmental leaders by providing valuable hands-on skills and education would be equally at risk.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Schedule C to Report FIN-2020-040

File Name



[2019_Ranger_Program_Financials as of Dec 31,2019.xlsx](#)

18.0 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



[2019_Ranger_Program_Financials as of Dec 31,2019.xlsx](#)

18.0 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

File Name



[Letters Patent and Ontario Corporation Notice of Change.pdf](#)

1.0 MB

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

8/31/2020



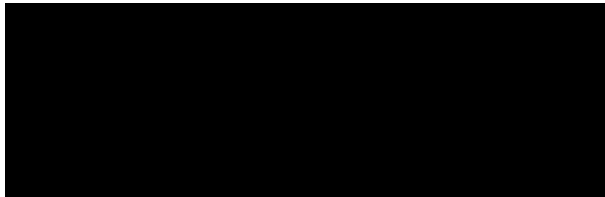
Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Ron Van Ooteghem, Treasurer

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Don McKay, President

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

MILL CREEK RANGERS PROGRAM FUND

Statement of Operations

For the twelve months ending 31 December 2019 with comparative figures for full year 2018

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Revenue			
Grants (Gov't)			
City of Cambridge	1,000.00	1,500.00	1,200.00
Township of Puslinch	1,250.00	2,500.00	1,250.00
Wellington County	500.00	1,000.00	500.00
Dept. of Fisheries and Oceans (Fed.)	9,613.00	0.00	12,232.24
Donations	17,700.00	20,000.00	18,553.50
Total revenue	30,063.00	25,000.00	33,735.74
Expenditures			
Salaries & benefits - Crew Leader/ Rangers	24,770.54	25,500.00	23,776.22
H & S Equipment	350.88	200.00	407.80
Equipment & materials - Ranger Crew	1,413.20	2,000.00	1,375.72
Vehicle rental - Crew Leader/ Rangers	0.00	4,000.00	3,089.90
Donor plaques	252.77	400.00	0.00
Website Maintenance & Account Fees	4.95	300.00	0.00
Liability Insurance	1,242.00	2,100.00	1,244.16
GRC Foundation Admin. Fees (- Interest)	500.00	500.00	0.00
Puslinch Community Center Room Rental	133.03	0.00	121.16
Ranger Crew Appreciation Event	143.48	0.00	0.00
Total expenditures	28,810.85	35,000.00	30,014.96
Net income (loss) from operations	1,252.15	-10,000.00	3,720.78

Note:

MILL CREEK RANGERS PROGRAM FUND

Statement of Financial Position

For the twelve months ending 31 December 2019 with comparative figures for full year 2018

	2019	2019	2018
	Actual	Budget	Actual
	\$	\$	\$
Assets			
Restricted funds held in Trust	51,304.98	40,052.83	50,052.83
Total assets			50,052.83
Liabilities & reserve balances			
Mill Creek Ranger reserve fund	50,052.83	50,052.83	46,332.05
Accumulated net revenue	1,252.15	-10,000.00	3,720.78
Total liabilities & reserve balances	51,304.98	40,052.83	50,052.83



Living Here

Explore Us

Visit Us

Doing Business

Our

Government

TOWNSHIP OF PUSLINCH



Township of Puslinch

Grant Application Form

Please review the Grant Application Policy
(<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>) prior to
submission

*For the printable PDF form, please follow the link
(https://icreate5.esolutionsgroup.ca/231108_Puslinch/en/resourcesGeneral/Grant-Application-NEW-PDF.pdf)

Applicant information

Please review the following errors

- Your answer is not valid
- Please provide a copy of the most current budget (mandatory)
- Please provide a copy of the most current financial statements (mandatory)

Organization name *

Puslinch Lake Conservation Association

Contact name and position *

Art Zymerman

Organization mailing address *

28 Lakeside Dr Puslinch

Website

myplcaca.com

Telephone Number *

519-221-5768

Ext.

Email Address *

myplca.ca@gmail.com

Questionnaire

Grant amount applied for *

25,000

Organization's goals and objectives related to the grant request *

Restoration and rehabilitation of Puslinch Lake and dredging program. Dredging project creates deep holes to improve water quality, recreation use and habitat for wildlife.

831 remaining

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

Support is critical for the funding of the dredging program. resources are used to subliment our fundraising projects and donations from residents to complete our final year of this project.

810 remaining

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

Our association makes every attempt to raise funds in support of this project through the hard work of the board members and our community. This grant is an integral part of our program.

814 remaining

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

We have fought very hard to overcome the challenges of this project over several decades now to restore our Lake. These funds comprise about 20 percent of our annual budget. This grant is instrumental in completing the final deep hole of dredging project and we are all excited to see this phase completed. We need your support to ensure this can be done.

Thank you

635 remaining

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide a copy of the most current financial statements (mandatory) *

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Submission of the following three items is required for the initial application only:**Please provide a copy of letters patent or articles of incorporation, if applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide a copy of mandate, constitution and by-laws, as applicable

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy (<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy (<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

10/2/2018



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

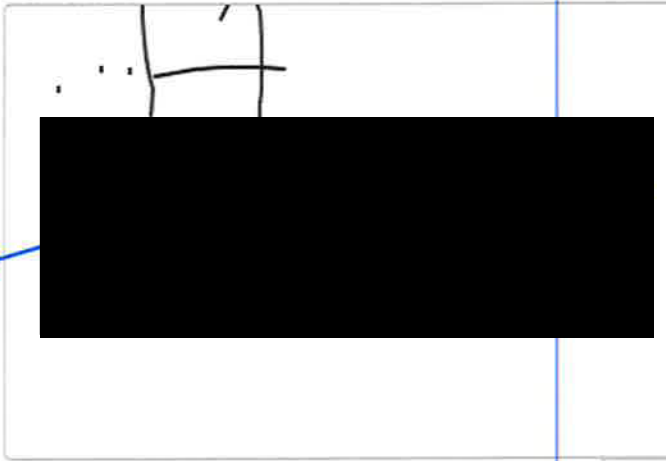
Art Zymerman

Name and Office/Position: I/We have authority to bind the Corporation/Organization

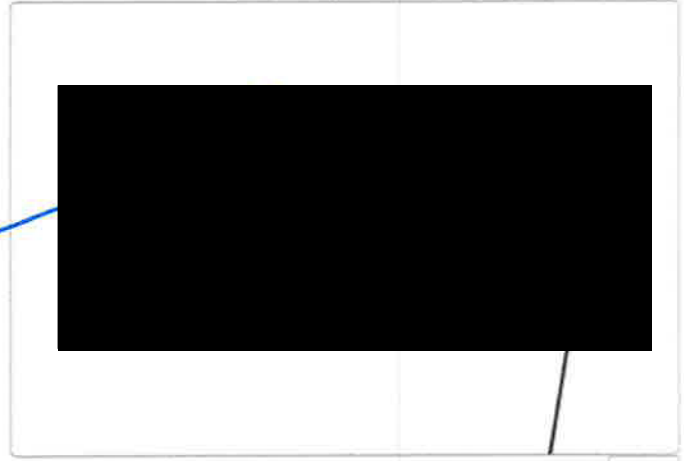
President

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization



Clear



Clear

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.



Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON N0B 2J0, Tel: (519) 763-1226, Fax: (519) 763-5846, admin@puslinch.ca

Copyright 2017 Township of
Puslinch

[Accessibility](#) [Privacy](#) [Contact](#) [Sitemap](#)

Designed by eSolutions

Puslinch Lake Conservation Association

Schedule D to Report FIN-2020-040

Budget - 2020

2020 Budget			2019 Actual	2018 Actual	2017 Actual	2016 Actual
----------------	--	--	----------------	----------------	----------------	----------------

Revenue

Donations	\$ 175,000	71.7%	\$ 405,461	\$ 164,952	\$ 158,159	\$ 93,468
Events	\$ 35,000	14.3%	\$ 45,975	\$ 31,926	\$ 36,753	\$ 31,447
Grants	\$ 25,000	10.2%	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Memberships	\$ 1,500	0.6%	\$ 1,800	\$ 2,322	\$ 1,225	\$ 2,305
Newsletter	\$ 1,200	0.5%	\$ 1,125	\$ 1,950	\$ 1,005	\$ 1,005
OMR Box	\$ 400	0.2%	\$ 360	\$ 356	\$ 435	\$ -
OMR Trains	\$ -	0.0%	\$ -	\$ 500	\$ 3,550	\$ -
Boat tours	\$ 5,000	2.0%	\$ 6,560	\$ 3,700	\$ -	\$ -
Misc. raising	\$ 1,000	0.4%	\$ 1,621	\$ 3,576	\$ 5,907	\$ 3,516
	<u>\$ 244,100</u>	<u>100.0%</u>	<u>\$ 487,902</u>	<u>\$ 234,282</u>	<u>\$ 232,034</u>	<u>\$ 156,741</u>

Expenditure

Amortization	\$ -		\$ -	\$ 51,712	\$ 51,712	\$ 51,712
Bank Charges	\$ 2,500		\$ 2,438	\$ 1,719	\$ 2,939	\$ 1,892
Dredging	\$ 250,000		\$ 350,222	\$ 200,604	\$ 225,250	\$ 148,968
Events	\$ 7,500		\$ 6,863	\$ 3,597	\$ 2,332	\$ 2,180
HST non-reimb.	\$ -		\$ -	\$ -	\$ 9,994	\$ 10,643
Insurance	\$ 1,850		\$ 1,800	\$ 1,540	\$ 1,844	\$ 1,796
Newsletter Printing	\$ 1,250		\$ 1,239	\$ 673	\$ 1,305	\$ 1,277
Pit work	\$ 25,000		\$ 15,975	\$ 13,799	\$ -	\$ -
Misc.	\$ 2,000		\$ 1,471	\$ 1,610	\$ 17,576	\$ 1,377
	<u>\$ 290,100</u>		<u>\$ 380,008</u>	<u>\$ 275,254</u>	<u>\$ 312,952</u>	<u>\$ 219,845</u>
	<u>\$ (46,000)</u>		<u>\$ 107,894</u>	<u>\$ (40,972)</u>	<u>\$ (80,918)</u>	<u>\$ (63,104)</u>

Cash summary

Start of year	\$ 106,171		\$ 21,462	\$ 7,402	\$ 44,988	\$ 49,648
Income (Loss)	\$ (46,000)		\$ 107,894	\$ (40,972)	\$ (80,918)	\$ (63,104)
Depreciation	\$ -		\$ -	\$ 51,712	\$ 51,712	\$ 51,712
Change in w/capital	\$ -		\$ (23,185)	\$ 3,320	\$ (8,380)	\$ 6,732
End of year	<u>\$ 60,171</u>		<u>\$ 106,171</u>	<u>\$ 21,462</u>	<u>\$ 7,402</u>	<u>\$ 44,988</u>

Puslinch Lake Conservation Association

Year to date Financial Report - July 31, 2020

Income:		Assets:	
Donations	\$ 31,329.45	Royal Bank	\$ 100,083.14
Donations - Private	\$ 2,100.00	Royal Bank - GIC	\$ 100,000.00
Home Tour	\$ -	Cash clearing	\$ -
Hoe-Down	\$ -	A/R	\$ -
St. Patrick's Day	\$ 3,640.00	GRCA Deposit	\$ 10,000.00
Silent Auction	\$ 1,085.00	Prepaid expenses	\$ 547.00
Grants	\$ 25,000.00	Equipment	\$ 310,272.63
Boat Tours	\$ -	Acc.Dep. - Equip.	\$ (310,272.63)
Memberships	\$ -		<u>\$ 210,630.14</u>
Newsletter	\$ 1,195.00	Liabilities	
OMR Box	\$ 110.00	A/P	\$ -
OMR Trains	\$ -	Accruals	\$ -
Misc.	\$ -	HST Collected	\$ -
	<u>\$ 64,459.45</u>	HST Paid	\$ (256.48)
			<u>\$ (256.48)</u>
Expenses:		Surplus	
Bank Charges	\$ 461.78	Surplus start of year	\$ 149,022.03
Dredging	\$ -	YTD Income/(Loss)	\$ 61,864.59
Dredging - Private	\$ -		<u>\$ 210,886.62</u>
Event - Home Tour	\$ -		<u>\$ 210,630.14</u>
Event - Hoe Down	\$ -		
Event - St. Pat's party	\$ 86.13		
Event - Tuck shop	\$ -		
HST non-reimb.	\$ -		
Insurance	\$ -		
Newsletter	\$ 498.05		
Trucking/Pit	\$ -		
Visa fees	\$ 669.39		
Misc.	\$ 879.51		
	<u>\$ 2,594.86</u>		
Surplus	<u>\$ 61,864.59</u>		

Confidential

8/27/2020

Page 1

pdf

PLCA B...20.pdf
252 KB



TOWNSHIP OF

PUSLINCH

EST. 1850

Schedule E to Report FIN-2020-040

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Sunrise Therapeutic Riding & Learning Centre

Contact name and position *

Amy Mersereau, Development Manager

Organization mailing address *

6920 Concession 1, RR#2

Website

www.sunrise-therapeutic.ca

Telephone Number *

519-837-0558

Ext.

32

Email Address *

amy@sunrise-therapeutic.ca

Questionnaire

Grant amount applied for *

\$3000

Organization's goals and objectives related to the grant request *

Schedule E to Report FIN-2020-040

Sunrise programs aim to empower individuals aged 3 to adult with a wide range and physical, cognitive and psychological special needs, to develop confidence and acquire new skills while in a safe, accepting and accessible environment. Our clients benefit from fun and effective alternatives to traditional forms of physical, occupational and mental health therapies, opportunities for barrier-free sports & recreation, improved physical well-being for those with special needs, and opportunities for positive social engagement for those with special needs (who are often isolated socially). Our programs also provide volunteer opportunities for 260+ local citizens. This grant will specifically benefit our community by enabling clients with special needs, greater access to a dynamic and empowering therapy and recreation program through our Sunrise Cares Program. Our proposal aims to reduce financial barriers experienced by those with special needs in our community.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

Sunrise Cares offers 3 support options to our clients:

Amy Turner Memorial Scholarship Fund

Balancing the needs of a special needs individual, with the other challenges and responsibilities of family life, can be very a difficult situation for many of our families to negotiate. Families needing support pay what they can afford and we cover the balance of their fees.

Universal Subsidy Program: Sunrise aims to keep fees affordable by applying a subsidy across all programs benefiting all clients.

Equine Empowerment Program: This program subsidizes lessons (50%) for up to 100 local elementary/high school students with special needs, enabling them to participate in 4 therapeutic riding lessons, plus one in-class visit with a riding instructor. Class sizes range from 6-12 students (10 on average). This subsidy ensures lessons are financially accessible within the school budget so all students can benefit from the therapies of horses.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

The total cost to fund Sunrise Cares, November 2019 - October 2020 (our fiscal year), is \$22,200, impacting up to 248 clients each year

A grant of \$3000 from the Township of Puslinch will benefit 26 clients in the following ways:

\$1000 can provide support to, on average, 4 families through the Amy Turner Memorial Scholarship Fund

\$1000 can benefit approximately 18 riders through our Universal Subsidy Program

\$1000 can enable approximately 12 students to take part in our Equine Empowerment Program

The funds help sustain our organization while also supporting individuals in the community

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

Schedule E to Report FIN-2020-040

The program is funded by solicited and unsolicited funds from individuals, foundations, corporations, service clubs and community organizations. Sunrise will continue to pursue funding for Sunrise Cares through these various avenues. If we do not meet our funding goals, it limits the number of subsidies, scholarships and programs we can offer families in need, so the number of individuals impacted will necessarily be reduced due to cost.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



[Copy of Sunrise Approved Budget 2019-2020.pdf](#)

49.2 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



[Audited Financial Statements Year ending October 31 2018.pdf](#)

240.9 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

1/31/2020



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Amy Mersereau

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Sunrise Therapeutic Riding & Learning Centre
Approved Budget 2019-2020

	BUDGET 11-01-2018 to 10-31-2019	ACTUAL 11-01-2018 TO 10-31-2019	BUDGET 11-01-2019 TO 10-31-2020
REVENUE			
General Donations			
Donations	122,250.00	191,098.67	135,000.00
In Kind Donations	0.00	3,840.00	3,840.00
Service Donations	0.00	3,976.26	3,976.26
Foundations	0.00	2,673.55	2,673.55
Total General Donations	122,250.00	201,588.48	145,489.81
Property Revenues			
House Rent	0.00	1,250.00	1,250.00
Rental- Agricultural Land	1,200.00	600.00	600.00
Total Property Revenue	1,200.00	1,850.00	1,850.00
Fundraising Revenues			
Grants/Foundations	70,000.00	34,236.49	75,000.00
Third Party Fundraisers	55,000.00	54,114.30	54,114.30
Therapy Forest	0.00	15,839.50	25,000.00
Sunrise Events	135,000.00	98,818.20	150,000.00
Student Instructors	1,250.00	1,260.00	1,260.00
Metal Recycling	2,000.00	1,251.00	1,251.00
Merchandise	6,000.00	5,319.90	5,319.90
Workshops/Conference	3,000.00	500.00	500.00
Total Fundraising Revenue	272,250.00	211,339.39	312,445.20
Camp Revenue			
Employment Grants	12,000.00	0.00	12,000.00
Summer Camp	90,000.00	94,074.77	94,074.77
Camp Refunds	500.00	-5,017.97	-5,017.97
Total Camp Revenue	102,500.00	89,056.80	101,056.80
Program Revenue			
Lesson Fees	115,000.00	99,386.73	99,386.73
Life Skills Program	35,000.00	31,601.41	45,000.00
EFW	10,000.00	8,450.00	10,000.00
Membership Fees	2,500.00	2,500.00	2,500.00
Program Refunds	2,000.00	-1,031.50	-1,031.50
Other Program Revenue	4,000.00	5,828.72	10,000.00
Total Program Revenue	168,500.00	146,735.36	165,855.23
Administrative/Misc Revenue			
Sales Tax / HST Recovery	4,000.00	2,698.60	2,698.60
Misc. Revenue	0.00	100.56	100.56
Total Administrative/Misc Revenue	4,000.00	2,799.16	2,799.16
Capital Income			
Individual Donations	0.00	500.00	500.00
Corporate Donations	0.00	20,000.00	20,000.00
Interest Earned	0.00	579.54	579.54
Bank Posting Errors	0.00	83.18	83.18
Total Capital Income	0.00	21,162.72	21,162.72
TOTAL REVENUE	670,700.00	674,531.91	750,658.92
EXPENSE			

Property Expense

Property Rent	0.00	24,000.00	2.00
Property Tax	7,500.00	8,756.87	8,756.87
Utilities	10,000.00	6,366.71	6,366.71
Utilites - Propane / Fuel	15,000.00	676.16	676.16
Insurance (Property)	7,500.00	8,321.40	8,321.40
Maintenance - Property	5,000.00	5,387.45	5,387.45
Maintenance - Barn/Arena	1,000.00	0.00	0.00
Maintenance - Pool/Pond	4,000.00	3,167.49	3,167.49
Maintenance - House	1,000.00	30.00	30.00
Equipment Maintenance	3,000.00	3,715.38	3,715.38
Forest Project	0.00	2,047.56	2,047.56
Total Property Expense	54,000.00	62,469.02	38,471.02

Administrative Expense

Office Supplies/AFT Costs	3,000.00	3,058.78	3,058.78
Office Equip&Water Lease/Maintenan	7,600.00	8,752.20	8,752.20
Postage	1,500.00	1,219.42	1,219.42
Computer Software/licences	2,500.00	4,242.97	4,242.97
Communications	6,000.00	9,474.43	9,474.43
General Supplies	4,000.00	5,040.61	5,040.61
Audit Fees	6,000.00	5,751.00	5,751.00
Advertising	2,500.00	2,689.23	2,689.23
Mileage Costs	1,000.00	691.61	691.61
VISA & MasterCard Costs	4,000.00	6,955.01	6,955.01
Bank Service Charges	1,000.00	1,437.49	1,437.49
Finance Charges	350.00	222.63	222.63
Legal Expense	0.00	319.50	319.50
Computer Repairs & Maintenance	500.00	650.71	650.71
Interest on related party loans	3,000.00	0.00	0.00
Total Administrative Expense	42,950.00	50,505.59	50,505.59

Program/Wage Expense

Wages	410,000.00	477,367.50	477,367.50
Ceridian Expense	2,500.00	2,282.42	2,282.42
Sub-contract wages	7,500.00	6,959.00	6,959.00
CPP	17,108.00	20,500.03	20,500.03
E I	9,651.00	10,876.69	10,876.69
Group Benefits	10,000.00	9,823.29	9,823.29
WSIB	10,000.00	9,264.83	9,264.83
Christmas Party Expense	1,000.00	916.59	916.59
Education / Board Training	4,000.00	1,682.01	1,682.01
EFW	7,000.00	4,000.00	4,000.00
Life Skills Program	1,000.00	1,714.55	1,714.55
Insurance(Cantra)	3,500.00	2,668.56	2,668.56
Other Program Expenses	2,000.00	3,587.66	3,587.66
Total Program/Wage Expense	485,259.00	551,643.13	551,643.13

Horse Expense

Horse Maintenance	12,000.00	11,294.84	11,294.84
Horses Ret/Died/Sold/Deprec	0.00	2,484.73	2,484.73
Horse & Program Equipment	4,500.00	3,938.71	3,938.71
Horse Herd Amortization	0.00	885.00	885.00
Horse Trailing	0.00	350.00	350.00
Horse vet care	10,000.00	5,915.93	5,915.93
Hay expense	18,000.00	16,464.48	16,464.48
Total Horse Expense	44,500.00	41,333.69	41,333.69

Other Donation Expense

Donor Recognition/Gifts	1,000.00	379.11	379.11
Volunteer Recognition	1,000.00	875.22	875.22
Membership Fees & Dues	3,000.00	2,501.71	2,501.71
Public Relations/Marketing	2,000.00	2,038.23	2,038.23
Merchandise-General	3,000.00	3,207.41	3,207.41
Celebrate Sunrise!	20,000.00	10,225.21	10,225.21
Third Party Events Expense	0.00	40.00	40.00
Little Breeches Club	0.00	104.08	104.08
Student Instructors	5,000.00	2,853.66	2,853.66
Workshops/Conference	2,500.00	346.02	346.02
Therapy Forest	0.00	12,203.45	12,203.45
Hoofbeat Challenge	3,000.00	3,905.34	3,905.34
Total Other Donation Expense	<u>40,500.00</u>	<u>38,679.44</u>	<u>38,679.44</u>

Camp Expense

Summer Camp	4,000.00	7,297.58	7,297.58
Total Camp Expense	<u>4,000.00</u>	<u>7,297.58</u>	<u>7,297.58</u>

Capital Expense

Administration Expense	0.00	-44.89	-44.89
Capital Construction	0.00	20,807.66	20,807.66
Total Capital Expense	<u>0.00</u>	<u>20,762.77</u>	<u>20,762.77</u>

TOTAL EXPENSE	<u>671,209.00</u>	<u>772,691.22</u>	<u>748,693.22</u>
NET INCOME	<u>-509.00</u>	<u>-98,159.31</u>	<u>1,965.70</u>

Generated On: 11-19-2019

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Financial Statements

Year Ended October 31, 2019

Index to Financial Statements**Year Ended October 31, 2019**

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenue and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 12



INDEPENDENT AUDITOR'S REPORT

To the Members of Sunrise Therapeutic Riding & Learning Centre

Opinion

We have audited the financial statements of Sunrise Therapeutic Riding & Learning Centre (the Organization), which comprise the statement of financial position as at October 31, 2019 and 2018, and the statements of revenue and expenditures, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at October 31, 2019, and 2018 and the results of its operations and its cash flow for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

(continues)

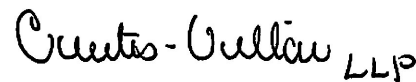
Independent Auditor's Report to the Members of Sunrise Therapeutic Riding & Learning Centre *(continued)*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
April 6, 2020



CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Schedule E to Report FIN-2020-040

Statement of Financial Position

As at October 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 56,756	\$ 206,974
Investments <i>(Note 3)</i>	275,320	265,240
Government remittances recoverable	12,287	12,849
Prepaid expenses	4,998	19,016
	<u>349,361</u>	504,079
PROPERTY, PLANT AND EQUIPMENT <i>(Note 2)</i>	139,103	144,931
HORSE HERD	44,931	28,551
DEVELOPMENT COSTS	56,920	23,056
	<u>\$ 590,315</u>	<u>\$ 700,617</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities <i>(Note 6)</i>	\$ 38,511	\$ 23,619
Deferred revenue <i>(Note 4)</i>	22,198	28,512
	<u>60,709</u>	52,131
DEFERRED GRANT REVENUE <i>(Note 4)</i>	37,231	43,820
	<u>97,940</u>	95,951
NET ASSETS		
Operating fund <i>(Note 1)</i>	489,295	627,722
Development fund (internally restricted) <i>(Note 1)</i>	(56,920)	(23,056)
Contingency fund (internally restricted) <i>(Note 1)</i>	60,000	-
	<u>492,375</u>	604,666
	<u>\$ 590,315</u>	<u>\$ 700,617</u>

See notes to financial statements

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Schedule E to Report FIN-2020-040

Statement of Revenue and Expenditures

Year Ended October 31, 2019

	2019	2018
REVENUE		
Donations	\$ 199,715	\$ 354,719
Fundraising	178,510	162,379
Camp fees	120,658	132,943
Lessons, scholarships and memberships fees	115,289	103,177
Grants and foundations	36,881	123,885
Rental and other	4,456	10,119
	<u>655,509</u>	<u>887,222</u>
EXPENDITURES		
Wages and benefits	531,536	456,170
Farm <i>(Note 11)</i>	62,180	60,332
Fundraising	52,020	44,588
Utilities	20,695	21,207
Office	20,412	18,777
Insurance	10,990	10,813
Telephone and communications	9,474	8,717
Equipment lease, repairs and maintenance	9,388	8,052
Property taxes	8,757	7,742
Credit card merchant charges	6,955	3,846
Professional fees	5,732	5,645
Advertising and public relations	4,807	2,870
Education	1,682	1,142
Interest and finance charges	1,575	1,491
Vehicle and travel	692	523
Recognition	427	739
Rent	-	24,000
Recovery of GST/HST	(3,547)	(2,482)
	<u>743,775</u>	<u>674,172</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES FROM OPERATIONS	<u>(88,266)</u>	<u>213,050</u>
OTHER INCOME (EXPENSES)		
Changes in horse herd <i>(Note 11)</i>	(885)	(1,301)
Amortization <i>(Note 2)</i>	(23,140)	(17,699)
	<u>(24,025)</u>	<u>(19,000)</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	<u>\$ (112,291)</u>	<u>\$ 194,050</u>

See notes to financial statements

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Schedule E to Report FIN-2020-040

Statement of Changes in Net Assets

Year Ended October 31, 2019

	Operating Fund	Development Fund <i>(internally restricted)</i>	Contingency Fund <i>(internally restricted)</i>	2019	2018
NET ASSETS -					
BEGINNING OF					
YEAR					
As previously reported	\$ 647,722	\$ (23,056)	\$ -	\$ 624,666	\$ 430,616
Less: investments overstated	(20,000)	-	-	(20,000)	(20,000)
As restated	627,722	(23,056)	-	604,666	410,616
DEFICIENCY OF					
REVENUE OVER					
EXPENDITURES	(112,291)	-	-	(112,291)	194,050
Interfund transfers	(26,136)	(33,864)	60,000	-	-
NET ASSETS - END OF					
YEAR	\$ 489,295	\$ (56,920)	\$ 60,000	\$ 492,375	\$ 604,666

See notes to financial statements

Statement of Cash Flows
Year Ended October 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenditures	\$ (112,291)	\$ 194,050
Items not affecting cash:		
Amortization of property, plant and equipment	23,140	17,699
Changes in horse herd	(16,380)	4,100
Prior period restatement	-	(20,000)
	<u>(105,531)</u>	<u>195,849</u>
Changes in non-cash working capital:		
Government remittances recoverable	562	(7,556)
Accounts payable and accrued liabilities	14,893	13,674
Deferred revenue	(6,314)	-
Prepaid expenses	14,018	(3,877)
Development costs	(33,864)	(23,056)
Deferred grant revenue	(6,589)	(6,650)
	<u>(17,294)</u>	<u>(27,465)</u>
Cash flow from (used by) operating activities	<u>(122,825)</u>	<u>168,384</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(17,313)	(44,069)
Purchase of FOSL shares	(10,080)	30,080
Cash flow used by investing activities	<u>(27,393)</u>	<u>(13,989)</u>
FINANCING ACTIVITY		
Advances to related parties	-	(40,000)
INCREASE (DECREASE) IN CASH FLOW	<u>(150,218)</u>	<u>114,395</u>
Cash - beginning of year	<u>206,974</u>	<u>92,579</u>
CASH - END OF YEAR	<u>\$ 56,756</u>	<u>\$ 206,974</u>
CASH CONSISTS OF:		
Cash	<u>\$ 56,756</u>	<u>\$ 206,974</u>

Notes to Financial Statements**Year Ended October 31, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESNature of organization

The organization is incorporated without share capital under the laws of the province of Ontario as a not for profit organization to operate a facility providing therapeutic riding and education programs for disabled individuals. The organization is a registered charity under the Income Tax Act and is exempt from income tax.

The organization's activities are supported through donations, grants and fundraising activities. The on-going operations of the organization could not continue without these sources of funding.

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

Cash and cash equivalents

Cash and cash equivalents consist of cash and bank indebtedness routinely drawn upon for financing operations. It also includes a GIC of \$30,000 that matured in August 2019 and is now in a cash and savings account earning 0.02% annually in interest.

Horse herd

The horse herd is valued at cost less amortization, determined on a specific item basis.

Fund accounting

Revenue and expenditures related to program delivery and administrative activities are reported in the Operating Fund.

The Development Fund reports revenue and expenditures related to the expansion and development of the farm buildings and future residential and respite care offerings.

The Contingency Fund has been established to provide the organization with emergency capital as the need arises. The goal is have a balance that can cover 3-6 months of operating expenses.

Revenue recognition

Sunrise Therapeutic Riding & Learning Centre follows the deferral method of accounting for revenue.

Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Lesson fees and employment grants are recognized in the year to which they relate.

Grants and foundation revenue is recognized when received unless specified. Revenue from donations, fundraising, lessons/scholarships, camp fees, and rental and other income are recognized when received. Rental and other income consists of agricultural land rental, recycling income, interest, and income from the sale of horses.

(continues)

Notes to Financial Statements

Year Ended October 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Contributed services

The work of the organization is dependent on volunteer services of the Board of Directors, various committees and other volunteers, the nature of which is not verifiable and therefore is not recognized in these financial statements. Donations of goods and services are recognized at their fair market value when that value can be verified.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Areas where measurement uncertainty exists are amortization of capital assets and the carrying value of the horses. Actual results could differ from these estimates.

Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Leasehold improvements	10 years	straight-line method
Buildings	4%	declining balance method
Horse equipment	20%	declining balance method
Computer equipment	45%	declining balance method
Generator	3 years	straight-line method
Furniture and fixtures	20%	declining balance method
Equipment and tack	20%	declining balance method
Playground equipment	10 years	declining balance method
Sound system	20%	straight-line method
Wagon	20%	declining balance method
Water system	4%	straight-line method
Drainage	20 years	straight-line method
Pool	20%	declining balance method

The organization regularly reviews its property, plant and equipment to eliminate obsolete items. Amortization is calculated at one-half of the normal rate in the year of acquisition.

Notes to Financial Statements

Year Ended October 31, 2019

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Buildings	\$ 73,187	\$ 45,416	\$ 27,771	\$ 28,928
Horse equipment	9,451	24,463	(15,012)	(14,144)
Equipment and tack	30,041	8,214	21,827	17,927
Computer equipment	16,705	16,670	35	65
Furniture and fixtures	88,319	67,376	20,943	26,179
Leasehold improvements	71,176	32,881	38,295	49,492
Drainage	9,425	2,121	7,304	7,776
Pool	4,266	427	3,839	-
Water system	26,924	4,359	22,565	18,196
Playground equipment	90,278	85,100	5,178	6,658
Sound system	26,813	20,739	6,074	3,499
Wagon	10,105	9,821	284	355
	<u>\$ 456,690</u>	<u>\$ 317,587</u>	<u>\$ 139,103</u>	<u>\$ 144,931</u>

3. INVESTMENTS

	2019	2018
Friends of Sunrise Limited, Class A Special Shares	\$ 270,000	\$ 260,000
Friends of Sunrise Limited, Class A Common Shares	2,320	2,240
Friends of Sunrise Limited, Class B Common Shares	3,000	3,000
	<u>\$ 275,320</u>	<u>\$ 265,240</u>
Market value	<u>\$ 275,320</u>	<u>\$ 265,240</u>

Friends of Sunrise Limited is a related party. Friends of Sunrise Limited is an organization in which Sunrise Therapeutic Riding & Learning Centre has an economic interest through the ownership of shares.

4. DEFERRED REVENUE

The deferred operating grant represents restricted operating funding that is related to the subsequent year. The other deferred revenue relates to the revenue from riding lessons in the subsequent year.

	Deferred operating grants		Other deferred revenue	
	2019	2018	2019	2018
Balance, beginning of year	\$ 43,820	\$ 50,470	\$ 28,512	\$ 28,512
Less amount recognized as revenue in the year	(6,589)	(6,650)	(28,512)	(28,512)
Plus amount received for the subsequent year	-	-	22,198	28,512
Balance, end of year	<u>\$ 37,231</u>	<u>\$ 43,820</u>	<u>\$ 22,198</u>	<u>\$ 28,512</u>

Notes to Financial Statements

Year Ended October 31, 2019

5. RELATED PARTY TRANSACTIONS

The following is a summary of the organization's related party transactions:

	2019	2018
Friends of Sunrise Limited (<i>Sunrise is a shareholder</i>)		
Redemption of shares in lieu of rent	\$ -	\$ 20,160
In-kind donation in lieu of rent	-	3,840
	<u>\$ -</u>	<u>\$ 24,000</u>
Maria Melo (<i>Board member</i>)		
Purchase of FOSL shares from Maria	<u>\$ (10,080)</u>	<u>\$ (10,080)</u>

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

6. GOVERNMENT REMITTANCES PAYABLE OTHER THAN INCOME TAX

Government remittances (other than income taxes) include, for example, federal and provincial sales taxes, payroll taxes, health taxes, and workers' safety insurance premiums. The following government remittances were payable at year end:

	2019	2018
Workers' safety insurance	<u>\$ 481</u>	<u>\$ 831</u>

7. MAJOR CONTRIBUTIONS

	2019	2018
Jean Koetsier - donation of shares	\$ 47,922	\$ -
UPI Energy	40,000	35,000
John Counsell bequest	16,873	-
2187902 Ontario Inc.	13,500	-
Dollery bequest	10,000	-
Harold Ballard Foundation	-	22,000
The Spaenaur Philanthropy Fund	-	30,000
Nancy Lorene Hunter bequest	-	112,966
Nina Mae Robertson bequest	-	167,177
	<u>\$ 128,295</u>	<u>\$ 367,143</u>

Major contributions are recognized as a part of both donation and fundraising revenue.

Notes to Financial Statements

Year Ended October 31, 2019

8. LEASE COMMITMENTS

The organization has a long term lease with respect to the Stone Cottage, indoor riding arena, the stables the activity centre and any building constructed subsequent to the initial agreement. The lease expires January 31, 2039, and contains renewal options for an additional 20 years. The lease is held by Friends of Sunrise Limited, a related party, with rent of \$2.00 due February 1st each year. Sunrise is responsible for all taxes and expenses relating to the premises. Future minimum lease payments as at October 31, 2019, are as follows:

2020	\$	2
2021		2
2022		2
2023		2
2024		2
Thereafter		28
		<u>28</u>
	\$	<u>38</u>

9. LOANED HORSES

The organization has a lease with respect to four of its horses. The horses have been loaned to Sunrise on the condition that Sunrise is responsible for all costs related to food, bedding and daily routine. This includes regular veterinary costs. There are no additional lease payments required for the horses. In the event that the horses become unsuitable for use in the Sunrise program, or the owner requests the horses be returned, one months notice is required. The owners are responsible for maintaining medical insurance coverage if they desire. Sunrise holds a \$5 million general liability insurance policy and the owners would not be responsible should an accident occur.

10. INTERFUND TRANSFERS

An amount of \$60,000 was transferred from the General Fund to the Contingency Fund. \$33,864 was contributed to the Development fund for costs associated with the development of the respite care offerings. These internally restricted amounts are not available for use without approval of the board of directors.

11. CHANGES IN HORSE HERD

Changes in horse herd for the year ended October 31, 2019 includes amortization of the horse herd and write-offs for horses euthanized within the normal course of business, made throughout the year, of \$3,370 (2018 - \$5,531) included in changes in horse herd and farm expenses.

12. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of October 31, 2019.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers. The organization has a significant number of customers which minimizes concentration of credit risk.

(continues)

Notes to Financial Statements

Year Ended October 31, 2019

12. FINANCIAL INSTRUMENTS *(continued)****(b) Liquidity risk***

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, horse herd, related party loans and accounts payable.

(c) Market risk

Market risk is the risk that the fair value or future cash flow of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

(d) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

13. ACCOUNTING ERROR

The prior year investment in FOSL has been overstated as the lawyer has indicated to us errors to the share register provided in prior year, and an adjustment is required. Below is a summary of the financial areas impacted by prior year errors:

	2019	2018
Opening balance impact		
Investment	\$ (20,000)	\$ -
Net assets	20,000	-
Statement of Financial Position impact		
Investment	(20,000)	(20,000)
Net assets	20,000	20,000
Statement of Changes in Net Assets impact		
Net Assets - Beginning of year	20,000	-
Excess of revenue over expenditures	-	20,000
Net assets - end of year	20,000	20,000

14. COMPARATIVE FIGURES

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



Township of Puslinch

Grant Application Form

Please review the Grant Application Policy prior to submission

Applicant information

Organization name *

Sunrise Therapeutic Riding & Learning Centre

Contact name and position *

Amy Mersereau, Development Manager

Organization mailing address *

6920 Concession 1, Puslinch, Ontario N0B 2J0

Website

www.sunrise-therapeutic.ca

Telephone Number *

519-837-0558

Ext.

32

Email Address *

amy@sunrise-therapeutic.ca

Questionnaire

Grant amount applied for *

\$25,000.00

Organization's goals and objectives related to the grant request *

Mission: "To develop the full potential of children and adults with special needs, guiding them closer to independence through therapy, education, horse riding, recreation, and life skills programs, farm-related and social activities". On September 18th, 2019 Sunrise received approval for a zoning change. This application was made in order to pursue an innovative project to provide 14 Residential Suites in an AFFORDABLE SUPPORTIVE (24/7)HOUSING model, that for the residents, will also include social enterprise, engagement in a farm community, and social and creative opportunities for adults with intellectual disabilities. In addition, as part of this project, 6 respite bedrooms will provide the same opportunities on a short stay rotating basis, for adults 18 years and over. This vulnerable population is critically underserved in these areas, both within our community and the province. Therefore, we are bringing this proposal to our Puslinch Township Council to partner with Sunrise on this innovative initiative, which when completed will be a model for other municipalities.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

The focus of this application is the 14 residential suites, addressing the demonstrated acute housing shortage for adults with developmental delays. However, this project is innovative in the following respects, many affordable housing projects merely provide an apartment for someone in which to live with no support for healthy dietary requirements, organized socialization, and involvement in social enterprise projects. This model provides supportive, affordable housing which will ensure the residents are not socially isolated which has proven to trigger mental health issues in existing models. Interest has already been shown, by MPP Ted Arnott and the Provincial Minister for Children, Community and Social Services, Todd Smith, who visited Sunrise at the end of July. MPP Ted Arnott has now extended an invitation to the Provincial Minister for Municipal Affairs and Housing, Steve Clark, to visit the Sunrise farm. On Friday this week, Puslinch Township Mayor James Seeley visited to learn more details of this Puslinch Project, which is a result of three years extensive research on many different supportive affordable housing models. A grant of \$25,000 would enable the Township of Puslinch to be a significant stakeholder with a naming opportunity in the new building.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

Support for our proposal, while crucial in assisting to move the planned housing component forward, will ultimately provide expanded space, such as a commercial grade kitchen for Life Skills training in preparing meals, interactive social skills, physical exercise on the farm trails and in the large multipurpose hall, which will also be used by hundreds of campers on inclement weather days, and provide space for social activities for this underserved vulnerable population. Overall, this building will provide many additional amenities that will enhance all areas of the Sunrise programs used by many Puslinch residents. For example, Summer Day camps, for hundreds of children, Leaders in Training, Camp Counsellors, and the large base of volunteers, many of whom from our immediate community. In addition, as part of this project, 6 respite bedrooms will provide the same opportunities on a short stay rotating basis, for adults with developmental delays 18 years and over. This vulnerable population is critically underserved in these areas, both within in our community and the province. In addition, there will be employment opportunities, and expanded volunteer opportunities.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

If this application is unsuccessful, we would then continue to lobby the various related government ministries. The CMHC "National Housing Co-Investment Fund", which supports the new and revitalization construction of affordable housing, requires support from another level of government to qualify. This includes public funding, foundation grants, business support and individual donors. It could also take the form of grants, loans, or waiving of fees and charges. We are working with County, Provincial and Federal stakeholders to try to coordinate support from all levels. In conclusion, Sunrise is an active and responsible Township charity, worthy of Council's favourable consideration for support on this journey to a truly outstanding and innovative housing model, researched over a three year period. Confirmation of Township support at this time would allow us to demonstrate immediately that we have met this criteria, and open the door to continuing dialogue with CMHC.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☒ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Please provide a copy of the most current financial statements (mandatory) *

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

August 28, 2020


Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Ann Caine, President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Lynne O'Brien, Executive Director

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization



The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Thank You



2019 Annual Report

(November 1, 2018-October 31, 2019)

Mission

To develop the full potential of children and adults with special needs, guiding them closer to independence through therapy, education, horse riding, recreation, and life skills programs, farm-related and social activities.

Registered Charity
11920 6027 RR0001



Serving Our
Community
Since 1982



Left: Group ride on our trails

Contents

President's Message **P.1**

Executive Director's Report **P.2**

Community Support **P.3**

Impact Report **P.5**

Organization & Administration **P.6**

President's Message

The ambitious proposed **capital project** outlined in last year's Annual Report has progressed, slowly but surely. Much has been accomplished behind the scenes during the past year. Some roles have changed and new cabinet members have joined the team. The Campaign Managers, Assistant Manager and Campaign Chairs are in place, and several Committee Chairs and committee members have been recruited. There are two Honourary Patrons, and six Honourary Directors, all with the Order of Canada, demonstrating considerable support for our programs and future plans.

The **farm rezoning** from Agriculture to Agriculture/Residential Specific became official in September 2019. We are grateful to our neighbours, Puslinch Township Council and Planning department and Wellington County for the overwhelming support we have received, enabling this process to move to a positive conclusion.

This is the first step to the future. The new programs we are proposing at the Sunrise farm will be unique in respect to not just offering **affordable supportive housing and respite** services for adults, but all those who participate will be part of an inclusive farm community.

This will include growing a great respect for the animals and the environment, and alongside the staff, they will be providing exemplary care for both. In turn this will develop a profound sense of satisfaction, motivation and empowerment as they embrace their important role in the farm community. On the social side, music, arts, fitness and other personal development programs are planned.

Sunrise's new **Therapy Forest** was officially opened and dedicated on September 22, 2019. The launch of

this new initiative was made possible by several funding partners. A Forests Ontario grant provided the funds to plant 15,000 native seedling trees on 20 acres of our land. The Green Legacy generously donated seven native saplings, and a commemorative red maple, to plant for the forest opening, and will continue to partner with Sunrise to ensure an ever increasing tree canopy.

A very generous private donor provided and planted twelve mature 12 ft to 15ft trees for the Forest entrance, which with additional transplanted mature trees, brought the total to 18 trees at the entrance, with more promised for subsequent years! Additional donations towards signage, labour and professional advice made it possible to not only realize establishing a long time environmental and therapeutic dream, but also provided the start of a sustainability project that will, in part, support the ongoing operations of Sunrise.

This is made possible by donors purchasing trees and forest benches in honour, or in memory of loved ones, friends and pets. For others who just wish to be connected with this new project there is an opportunity to become a "Friend of the Forest" and support the growing native sapling program.

We appreciate all the many donors and volunteers, whose commitment and hard work established this great new venture, enabling a strong financial return in our inaugural year of the forest.



Ann Caine

Ann Caine, Board President

Executive Director's Report

Sunrise 's new Therapy Forest officially opened on September 22nd ,2019. Many donations were made to honour and remember loved ones through the planting of a tree, naming a bench or becoming a Friend of the Forest through our sapling program. Reflecting Sunrise's stewardship of the land, this forest will have a role in our future programming for years to come.

Year-round **Therapeutic Riding** saw many new horses join the program, helping to meet the needs of our riders. CanTRA-certified Instructors continued to create therapy lessons for participants with a wide range of physical, cognitive, or emotional needs.

Inclusive Recreation programs for ages 4 to teens -
- Camp Sunrise and Little Breeches Club enlivened every corner of the farm where children with and without special needs participated in all activities together!

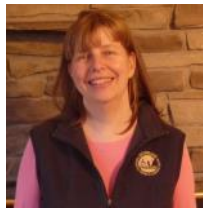
For adults in the **Life Skills Day Program**, new and old friends enjoyed fun activities and outings, and learned about horse care, stable management, and horticulture.

The **Equine Facilitated Wellness program** provided unmounted, professional mental health counselling using horses as an integral part of the therapy.

Equine-based Unmounted Activities focused on team building, communication, and leadership while providing therapeutic benefits to students, vulnerable youth, seniors, and community groups.

Sunrise's Instructor Training program welcomed Canadian and international students to live, learn and become certified therapeutic riding instructors.

Thank you to our Donors and Volunteers – you are such an important part of making it all possible at Sunrise! We look forward to partnering with you again in 2020.



Lynne O'Brien

Lynne O'Brien Executive Director



Therapy Forest Founding Partners



Quality Construction
By Quality People



The Gosling Foundation

Donna and Jim Christie
Martin Litchfield, Registered Professional Forester

Please visit www.sunrise-therapeutic.ca for complete lists of our special event and donors.

*Nov. 1, 2018-Oct. 31, 20189

Community Impact

Schedule F to Report FIN-2020-040

In 2018/2019 We Served

Up to 145
riders / week

including

6 school groups of
children / youth with
special needs (10-12
students per class, 4
visits)

240

Children / youth spaces
at
Camp Sunrise

35

Leaders-in-Training /
Junior Leaders

41

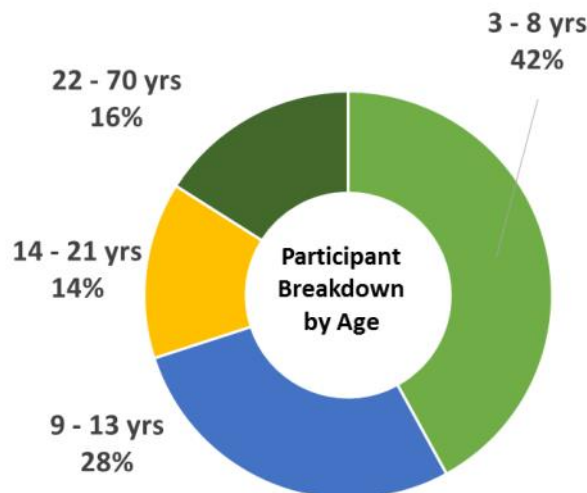
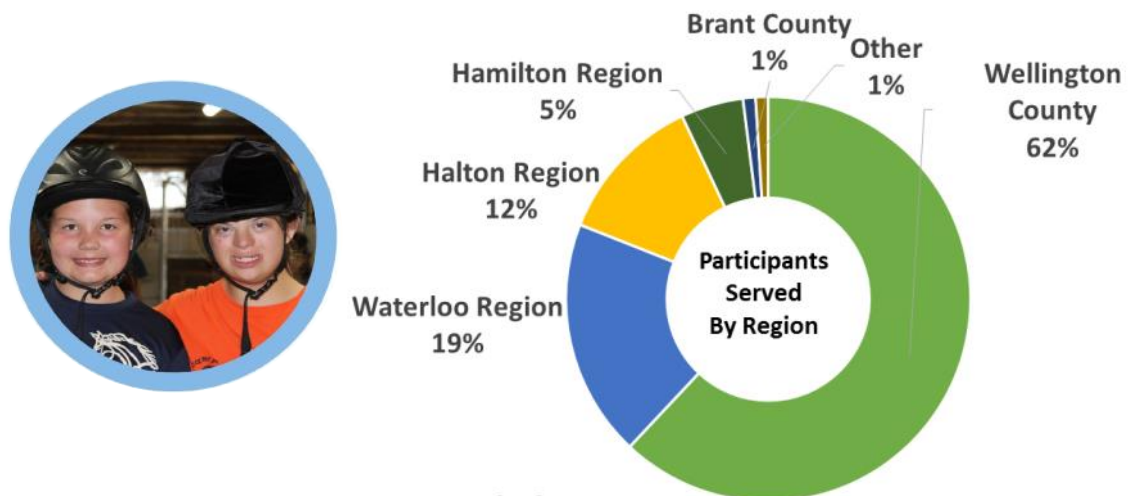
children through our
'Little Breeches' Club

up to 15

adults per week in the
Life Skills Day Program

7

youth through
the Equine
Facilitated Wellness
(EFW) program
(1:1 counselling)



**46% of Camp
participants
had special
needs**



79 years

of combined CanTRA
(Canadian Therapeutic
Riding Association)
Teaching Experience

250

Volunteers have
donated their time to
support our work

3,368
Hours of Riding
Lessons

Donors

\$2500+*

2187902 Ontario Inc.
Airlie Foundation
Antolin Enterprises Inc.
Bridgeway Foundation
Bryan's Auction Services Ltd.
Ann Caine
Cambridge Centre Honda
Christian Labour Association Of Canada
Jim & Donna Christie
Con Cast Pipe
Peter Cummins
Enterprise Holdings Foundation
Dianne Finn
Pat Flewelling
Judy Fortier
Susan Frasson
Angela Ganstal
Gil Mar Investments Limited
Lyle Grineage
Harry E. Foster Charitable Foundation
Koetsier Holdings Limited
L J Pearson Foundation
Maria Melo
PDI
Reg & Carol Petersen
John Ronalds
Erin Rooney
Ross-Shire Foundation
Rotary Club of Guelph South
Diana Spearn
The Estate of Mary Dollery
The Estate of Nina Mae Robertson
UPI Energy FS
Vetoquinol
Nicholas Whelan
Woodbine Cares Foundation
Valerie Woods

\$500-\$2499

Balnar Management Ltd.
Dorothy Barker
Boehrginger Ingelheim (Canada) Inc.
Boiler Inspection and Insurance Co. of Canada
Barbara Bulmer
Cambridge & North Dumfries Community Foundation
Paul & Judith Cary
Challenger Motor Freight Inc.
Terry Charbonneau
James Christie
County of Wellington

\$500-\$2499

Dr Dorrit de Demeter
Johanna Drenters
Gayle Ecker
Ellis Pioneer Community Chapel
Firstline Training Centre
John & Jane Fitzpatrick
Al Fox
Georgina Foundation
Grand River Agricultural Society
Grand River Conservation Foundation
Guelph Red Chevrons & Associates Ltd.
Hammond Power Solutions Inc.
High Flyers Of The 60's Chapter
Susan & Quentin Johnson
Kiwanis Club of Cambridge
Carol LaChance
Land Art Design Landscape Architects Inc.
Lynn Lockhart
Bev Mascola
Don & Barb McKay
Robert McNeil
Christine Miller
New-Life Mills
Norm's Esso
Our Lady Of Mount Carmel CES
Sarah and Joe Overdevest
Pawsitively Paradise
Paypal Giving Fund Canada
Donna & Ronald Pearson
R & C Chartered Accountants
Alan Reid
Mea Renahan
Colleen Roberts
Rotary Club of Cambridge North
Rotary Club of Guelph-Trillium
Scott vanEngen & Carrie Rutter
Janet M. Scalia
Settlers Supplies Inc.
Heather Sheehan
Kenneth Stanton
Strategic Charitable Giving Foundation
Joe & Miriam Terpstra
The Benevity Community Impact Fund
The Gosling Foundation
Township of Puslinch
Toyota Motor Manufacturing Canada Inc.
Matt & Rikki Ueckermann
United Way of Halton & Hamilton
VIA Rail Canada
Odorie Wou
Robert & Arlene Wright
Matt Young
Janet & Terry Young

Sunrise Events

- 160 supporters attended our *Celebrate Sunrise!* event in June 2019 which raised \$80,000 (net).
- 22 riders and 11 hikers participated in Sunrise's Hoofbeat Challenge in September 2019, which raised \$14,000 (net).
- 28 Sunrise riders supported Spring Challenge Week 2019, raising \$8,073 for Sunrise.

Donations

- 487 donations were made to Sunrise during the 2018/19 fiscal year. 85% of donations were made by individuals.
- 29 donations were from non-profit organizations (service clubs & foundations), 37 were from corporations (or employee groups), and 2 were municipal grants.
- Sunrise does not receive any government funding, with the exception of some partial wage subsidies for camp counsellors, and / or municipal grants.



Above: Ken Lillycrop, of Bryan's Farm & Industrial Supply Inc., with Sunrise riding program children, Camilla, Head Instructor, and Zar, the horse Ken recently purchased for our program.

Please visit www.sunrise-therapeutic.ca for complete lists of our special events and donors.

*Nov. 1, 2018-Oct. 31, 20189

Donations were made in honour of...

Laura Bailey
Sandra Bolton
Tamra Brown-Rogers
Jim & Donna Christie
Peter & Candace Pavli
Brooklyn Robillard
Nancy Roy
Robert Wood
Matt Young
Linda Braithwaite (friend David's wedding)
Black and Blue Aussie Family

Donations were made in memory of...

David Beck
Jennifer Atkinson
David Bernon
Larry Beyak
W. Graham Blakey
Wayne Broughton
Shirley Caine
Francisco & Maria DaGloria Andrade
Lise Daudrich
Capt. Gabriel de Demeter & Anne Vibeke de Demeter
Gerry Dodds
Mary Ellis
Ted Finn
Pat Fitzgerald
Sabrina Hillier
Sabrina Miller
June Moore
Cara Renee Pepper
Thomas A. Russell
Ann Scalia
Bill Scott
Amy Turner
Michael Whetstone
Bill Winegard
John Wood
Leo Yaskowich

Donations were made in memory of the following horses...

Duke (Jim & Donna Christie's horse)
Luke and Roannie (Sunrise horses)
Peanut and Curly (Sunrise's miniature team)

Professional Services & Supplies

Boehringer Ingelheim Animal Health
(Paulene Tiemens-Weber)
Cake Art by Carol (Carol Lachance)
Capital Paving Inc.
Classy Lane Stables
Distinctive Trophies & Awards
Paul Fischbach - Farrier
Guelph Amateur Radio Club
Graham Animal Hospital (Dr. Carol Graham)
Halton Equine Veterinary Services (Dr. Laura Frost)
Cathy Lesperance - Farrier
Magic 106.1 FM (Lisa Richards)
Michele McCrae - Farrier
Merck Animal Health Canada (Bill Seegmiller)
Milburn's Auto Sales & Service (Robert Milburn)
Tristan Miles - Farrier
Ontario Mounted Special Services Unit
Print Three Guelph
R & C Chartered Accountants (Jane Anderson)
Rona Cashway, Guelph
Southgate Animal Hospital (Dr. Barb Deter)
System Fencing (Dwayne Job)
Jack Tacoma - Engineer
UPI Energy LP
Vetoquinol Veterinary Pharmaceuticals
(Brenda McKibbin)
Wasteco
Dr. Bob Wright - Veterinarian
Will Yzerman
Zoetis Canada (Jeff Peters)

Medical & Education Consultants

Andrea Gow, **Speech Language Pathologist**
Nicola Harman, **CanTRA Coach/Examiner**
Angela Meyer, **OTReg (Ont.)**
Tricia Mellor, **MSW - RSW**
Carol Peachy-Hill, **OTReg (Ont.)**
Dr. Chris Stemerding, **Family Physician**
Winnie Warywoda, **Physiotherapist**



Sunrise Board of Directors

2018 - 2019

Ann Caine
PRESIDENT

Patsy Marshall
VICE PRESIDENT

Donna Christie
PAST PRESIDENT

David Kennedy
SECRETARY/
TREASURER

Karen Curtis
DIRECTOR

*FTE = full-time
equivalent

Staff and Volunteer Team

- 9 CanTRA certified instructors and 9 weekend barn staff (totalling 4.4 FTE*) taught all lessons and provided all daily care and training of horses. This team was also responsible for training and scheduling all volunteers, and overseeing intake, assessment and scheduling of all new riders and horses. Up to **165 volunteers** assisted in therapeutic riding lessons **every week!**
- Two staff (totalling 0.6-1.0 FTE) provided maintenance and grounds-keeping services, supported by **10 weekly volunteers** and **5 corporate / student teams** (totalling 123 individuals).
- 3 staff (representing 2.8 FTE) provided administrative, fundraising and marketing support to the centre. **10 volunteers** served on fundraising committees in 2018-2019, and **18 more volunteers** assisted with office tasks, bookkeeping or tech support.
- One staff member (0.2-1 FTE, varied seasonally) coordinated all inclusive recreation programs (Camp Sunrise and 'Little Breeches' Club). Camp Sunrise employed 8 summer counsellors / lifeguards, who were assisted by **35 Leaders-in-Training and Junior Leaders**. Volunteers (excluding LITs/Junior Leaders) contributed over **600 hours of service** towards riding lessons **alone** at Camp Sunrise 2019.

**Overall, our volunteers provided over
8000 hours of service in 2019!**



Scarlett O. enjoying fall

"Our daughter Scarlett is 9 years old. She has Joubert's Syndrome and is legally blind, but does not let either define her. Scarlett has ridden at Sunrise for 4 years. When she started she had very low muscle tone, minimal words, and adverse reactions to certain sounds, requiring much support from the Sunrise team.

Fast forward to today, Scarlett is so happy it is "horseyback riding" day, when she can greet her horse Fantasy. She confidently holds her reins and steers Fantasy through the bending poles with assistance. Scarlett has extremely strong stability in the saddle and loves riding on the trails, and listening to the exciting sounds.

Summer riding camp is a highlight which offers Scarlett the

opportunity to be engaged with others, participating in all the amazing camp activities. Seeing videos and photos of Scarlett having so much fun makes our hearts burst! As parents of a child with special needs we are so appreciative of the incredible gift of Sunrise, knowing that everyone who works and volunteers there has Scarlett's best interests at heart.

The belief those at Sunrise have in the positive relationship between a child and their horse is demonstrated when we see Scarlett smile, laugh and we witness the incredible physical, mental and social gains that occur in a fun, enjoyable and organic way.

~ Sarah O.

Contact Us

519-837-0558
6920 Concession 1
Puslinch, ON

Territorial Acknowledgement

We acknowledge with gratitude this traditional territory inhabited by the Attawandaron people before Europeans settled here. We acknowledge other First Nations neighbours including the Haudenosaunee, the Anishnaabe and The Métis nation. We seek a new relationship with the Original Peoples of this land based on honour and deep respect.

Attachment A: Project Information Form Package**Form 8: Budget Form and Funding Worksheet****a) Proposed Capital Budget**

PROPOSED DEVELOPMENT/CONSTRUCTION COSTS	Dollar Amount	
Purchase price (includes land acquisition costs and/or acquisition of existing building)	\$0	
Title fees and land transfer tax	\$0	
Environmental/ Geotechnical site assessments Surveys	\$0	
Site upgrade (site preparation/ clean-up/ remediation)	\$0	
Survey	\$5,000	Van Harten contract
Appraisal costs	\$0	
Other land costs:	\$0	
Legal fees - closing/ other than land		
Planning approvals	\$11,000	Lynne's email 5 Mar 20
Fees for Site plan, grading plan, park dedication	\$37,000	Septic, grading and drainage design \$6,000, architect fees est \$10,000
Building permit fees	\$50,000	\$2 / sq ft
Development charges	\$83,500	Apartments and common space \$70,000, admin space \$1.5 /sq ft x 1000
Development consultant /administration expenses	\$23,000	Lynne's email 5 Mar 20
Architect/ Engineers (may include all design consultants)	\$250,000	
Insurance during construction	\$10,000	
Taxes during construction	\$1,000	
Lender's legal fees including title insurance fees		
CMHC application fees/ premiums/ insurance fees		
Interest during construction	\$50,000	
Other (Audit & GST Appraisal)		
Construction or Renovation costs (includes servicing costs)	\$2,350,000	
Kitchen appliances	\$25,000	
Furnishings and office equipment and laundry if applicable	\$210,000	
Landscaping, paving/hard surfaces, outdoor amenities	\$30,000	
HST	\$300,000	
Contingency	\$126,500	
TOTAL CAPITAL COSTS	\$3,562,000	

b) Proposed Project Funding

Funding Sources	Project total
1. Proponent mortgage financing	None anticipated but will arrange as a contingency
2. Proponent equity - Source	\$1,412,000
3. Proposed affordable unit funding	\$2,100,000
*Reminder - Per unit funding is not to exceed 75% of capital costs.	
4. Other contributions – specify sources (CMHC SEED Grant, Co Investment under discussion)	\$50,000
Total project financing	\$3,562,000

Attachment A: Project Information Form Package

Form 8: Budget Form and Funding Worksheet

c) Proposed 5 Year Annual Operating Budget

Revenue (Rental Revenue Plus Non-Rental Revenue)

Affordable Rental Revenue

Bdrm type	# of units	Year 1		Year 2		Year 3		Year 4		Year 5	
		Mo. rent	Ann. Rent	Mo. rent	Ann. Rent	Mo. rent	Ann. Rent	Mo. rent	Ann. Rent	Mo. rent	Ann. Rent
Bach	14	\$618	\$103,824	\$624	\$104,862	\$630	\$105,911	\$637	\$106,970	\$643	\$108,040
1 bdrm			\$0		\$0		\$0		\$0		\$0
2 bdrm			\$0		\$0		\$0		\$0		\$0
3 bdrm			\$0		\$0		\$0		\$0		\$0
Vacancy LOSS (record as a negative #)		-833	(\$9,996)	(\$841)	(\$10,096)	(\$850)	(\$10,197)	(\$858)	(\$10,299)	(\$867)	(\$10,402)
Total Affordable Rental Revenue		\$93,828		\$94,766		\$95,714		\$96,671		\$97,638	

Market Rental Revenue

Bdrm type	# of units	Year 1		Year 2		Year 3		Year 4		Year 5	
		Mo. rent	Ann. Rent	Mo. rent	Ann. Rent	Mo. rent	Ann. Rent	Mo. rent	Ann. Rent	Mo. rent	Ann. Rent
Bach			\$0		\$0		\$0		\$0		\$0
1 bdrm			\$0		\$0		\$0		\$0		\$0
2 bdrm			\$0		\$0		\$0		\$0		\$0
3 bdrm			\$0		\$0		\$0		\$0		\$0
Vacancy Loss			\$0		\$0		\$0		\$0		\$0
Total Market Rental Revenue		\$0		\$0		\$0		\$0		\$0	

Non-Rental Revenue - Parking

	# of units	Year 1	Year 2	Year 3	Year 4	Year 5
Affordable Unit Parking						
Market Unit Parking						
Total Parking Revenue		\$0	\$0	\$0	\$0	\$0

Non-Rental Revenue - Other

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees (meals, housekpng, supervn, utilities)	454000	460810	467722	474738	481859
Other (Donations, Fundraising, Program)	379220	384908	390682	396542	402490
Total Other Revenue	833220	845718	858404	871280	884349

Total Revenue	\$927,048	\$940,484	\$954,118	\$967,951	\$981,987
---------------	-----------	-----------	-----------	-----------	-----------

Attachment A: Project Information Form Package

Form 8: Budget Form and Funding Worksheet

Shelter Expenses (Operating Costs Plus Fixed Costs)					
Operating Costs					
	Year 1	Year 2	Year 3	Year 4	Year 5
Maintenance Wages and Benefits	\$28,500	\$29,070	\$29,651	\$30,244	\$30,849
Maintenance Materials and Services					
	Year 1	Year 2	Year 3	Year 4	Year 5
Building and Equipment	\$29,650	\$30,243	\$30,848	\$31,465	\$32,094
Elevator					
Electrical Systems					
Heating, Air and Plumbing					
Grounds	\$6,500	\$6,630	\$6,763	\$6,898	\$7,036
Painting					
Waste removal					
Security					
Other					
Total	\$36,150	\$36,873	\$37,611	\$38,363	\$39,130
Utilities					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hydro – res. areas	\$6,100	\$6,222	\$6,346	\$6,473	\$6,603
Hydro – common area	\$3,650	\$3,723	\$3,797	\$3,873	\$3,951
Heating – common area	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412
Heating – res.units	\$2,800	\$2,856	\$2,913	\$2,971	\$3,031
Water – common area					
Water – res area					
Total	\$17,550	\$17,901	\$18,258	\$18,623	\$18,997
Administration					
	Year 1	Year 2	Year 3	Year 4	Year 5
Salaries, Wages & Benefits	\$502,340	\$512,387	\$522,635	\$533,087	\$543,749
Management Fees					
Materials and Services (Office)	\$20,400	\$20,808	\$21,224	\$21,649	\$22,082
Other - Legal, Program, Food, Vehicle	\$70,500	\$71,910	\$73,348	\$74,815	\$76,311
Total	\$593,240	\$605,105	\$617,207	\$629,551	\$642,142
Other					
	Year 1	Year 2	Year 3	Year 4	Year 5
Insurance	\$18,750	\$19,125	\$19,508	\$19,898	\$20,296
Bad Debts					
Total	\$18,750	\$19,125	\$19,508	\$19,898	\$20,296
Total Operating Costs	\$694,190	\$708,074	\$722,235	\$736,679	\$751,414

Attachment A: Project Information Form Package

Form 8: Budget Form and Funding Worksheet

Shelter Expenses (Operating Costs Plus Fixed Costs)

Fixed Costs

	Year 1	Year 2	Year 3	Year 4	Year 5
Municipal Taxes	\$1,625	\$1,658	\$1,691	\$1,724	\$1,759
Principal and Interest Mortgage payments					
Replacement Reserves	\$7,000	\$7,140	\$7,283	\$7,428	\$7,577
Contingency (10%)	\$43,000	\$43,860	\$44,737	\$45,632	\$46,545
Other					
Total Fixed Costs	\$51,625	\$52,658	\$53,711	\$54,784	\$55,881

Total Shelter Expenses	\$745,815	\$760,732	\$775,946	\$791,463	\$807,295
-------------------------------	------------------	------------------	------------------	------------------	------------------

Excess (deficiency) of Revenue over Expenses	\$181,233	\$179,752	\$178,172	\$176,488	\$174,692
---	------------------	------------------	------------------	------------------	------------------



Sunrise Therapeutic Riding & Learning Centre, Inc.

BUSINESS PLAN

Building Brighter Futures

Facilities and Program Expansion

Affordable Supportive (24/7) Rental Housing For Adults With Disabilities

Prepared for: County of Wellington Project CW2020-018-RFP
Request For Proposal - Development of Affordable Rental Housing

Primary Contacts: Ann Caine, President
Lynne O'Brien, Executive Director
Peter Cummins, Steering Committee Chair

Address: 6920 Concession 1, Puslinch, ON NOB 2J0

Telephone: Office Phone: (519) 837-0558
Office Fax: (519) 837-1233

URL: <https://sunrise-therapeutic.ca/>

Email address: info@sunrise-therapeutic.ca

17 March 2020

Table of Contents

Executive Summary -----	1
PROPONENT INFORMATION	
History -----	2
Current Programs -----	2
Vision -----	4
DEVELOPMENT/MANAGEMENT TEAM / BOARD OF DIRECTORS INFORMATION	
Sunrise Board of Directors -----	5
Sunrise Advisory Council Members -----	5
Project Steering Committee -----	6
Project Development Campaign (Capital Fundraising) Members -----	7
PARTNERSHIP INFORMATION -----	8
DESIGN CONCEPT & DRAWINGS -----	11
TARGET TENANT GROUP -----	13
FINANCIAL OVERVIEW -----	13
MARKETING PLAN -----	15
Appendices -----	16

EXECUTIVE SUMMARY

This Business Plan has been prepared by Sunrise Therapeutic Riding & Learning Centre, Inc. (Sunrise) as partial fulfillment of its submission in response to County of Wellington Project CW2020-018-RFP Request For Proposal: Development of Affordable Rental Housing.

Sunrise Therapeutic Riding & Learning Centre, Inc. (Sunrise) is a Canadian registered charity, established in 1982, that operates on a 102-acre farm in Puslinch, Ontario, just south of Guelph.

The Mission of Sunrise is to develop the full potential of children and adults with special needs and lead them closer to independence through therapy, recreation, horse riding, life skills, farm related activities and education programs.

Sunrise is the only Canadian Therapeutic Riding Association (CanTRA) nationally accredited residential instructor training school and exam centre, and has a track record of successful innovation, project completion, and growth. Sunrise serves individuals aged 3 to adult with a wide range of physical, cognitive and/or emotional disabilities providing a wide range of therapeutic, life-skill development, and recreational programs. We have a vision to continue to evolve our facilities and programs to also provide AFFORDABLE SUPPORTIVE (24/7) RENTAL HOUSING FOR PERSONS WITH DISABILITIES, a vulnerable and underserved population.

The wait lists for affordable housing in general are significant. Even more so for supportive, accessible housing. The Guelph-Wellington document A Place To Call Home identifies a ZERO vacancy rate for affordable studio (bachelor) suites, which are exclusively what is proposed in this plan. We propose a unique housing concept providing, security, support and on-site programming delivered by an organization that understands the target population in a way that few can.

Sunrise is the beneficiary of an extensive list of patrons, supporters, advisors, and consultants. In this plan we demonstrate that this, along with the many partnerships cultivated over 38 years of operation, provide assurance of the ability to design, fund, and operate the proposed residence. We still have plenty to learn, but our track record of innovation and growth supports the ability to expand our partnerships and operation into adjacent spaces.

The capital and operating budget information provided make a strong case for the viability of the project and support the significant requested financial participation of The County of Wellington. Planning approvals are progressing well. We have land. Re-zoning has been completed (September 2019). We have a team committed to delivering a project that meets the expressed requirements and preferences of the funding organizations. Most importantly we are motivated by a passion to serve children and adults with special needs, and their families.

PROPONENT INFORMATION

History

Sunrise Therapeutic Riding & Learning Centre, Inc. (Sunrise) is a Canadian registered charity that operates on a 102-acre farm in Puslinch, Ontario, just south of Guelph. Sunrise was established in 1982 and started operations with 5 riders and 3 horses. Sunrise rented various facilities for the first 14 years, and operated seasonally/weather dependent programs. Continuous growth in demand and support led to the purchase of the current farm property in 1996.

The Mission of Sunrise is to develop the full potential of children and adults with special needs and lead them closer to independence through therapy, recreation, horse riding, life skills, farm related activities and education programs.

Sunrise is a Canadian Therapeutic Riding Association (CanTRA) nationally accredited residential instructor training school and exam centre, and has a track record of successful innovation, project completion, and growth (see Appendix 1). Highlights of that journey include:

- Initiation in 1990 of an inclusive camping program for children of all abilities
- The 1996 acquisition of a permanent farm home for the program
- The 2001 initiation a therapeutic riding instructor program which has been accredited by CanTRA and is the only accredited Canadian residential program and exam centre, training instructors from all over Canada and around the world
- A successful \$1million capital campaign was initiated in 2006 to fund a swimming pool, farm discovery camp centre, and an accessible adventure playground.
- The 2011 initiation of a personal support worker program
- Extensive renovations to the arena and paddock in 2014 funded by The Rotary Clubs of Guelph Charitable Foundation
- The 2015 initiation of a farm and horticulture-based life skills day program for adults with developmental disabilities.
- Completion in January 2020 of improvements to the current riding arena facilities to further improve year-round comfort and utility. These improvements were funded by the Ontario Trillium Foundation.

Current Programs

Sunrise is a CanTRA accredited Therapeutic Riding Centre. The Canadian Therapeutic Riding Association (CanTRA) is an internationally-recognized organization setting standards and providing accreditation and instructor certification services for member centres across Canada. Sunrise instructors are all CanTRA certified, and set goals for riders with input from Sunrise's consultant physiotherapist, occupational therapists and/or speech-language pathologist. Sunrise is unique in being the ONLY CanTRA centre in Canada to offer a residential instructor training program.

Sunrise serves individuals aged 3 to adult with a wide range of physical, cognitive and/or emotional disabilities. The majority of our clients come from across Wellington County and also from Waterloo, Halton, Dufferin and Hamilton Regions. They may be self-referred (with their physician's approval), or referred to us by their physician or therapist. Programs and facilities are specifically designed to serve

our target population in a unique farm environment. Delivery of our programs and service involves numerous partnerships as outlined in the Partnership Information section of this business plan.

Sunrise offers therapy and life skills programs for these individuals with special needs such as

- Weekly therapeutic riding lessons year-round (3 semesters / year). Lessons tailored to the needs and goals each rider
- Therapeutic Driving (using horse and cart)
- Horse Grooming program
- Weekly Life Skills Day Programs for adults
- Customized programs for groups of children/youth with disabilities
- Equine-facilitated wellness (counseling with a mental health professional) used to address a variety of mental health needs including but not limited to anxiety, depression, eating disorders, ADHD, substance abuse, conduct disorder and PTSD.
- Volunteer opportunities for community living groups

We also provide inclusive recreation programs for children/youth ALL abilities including:

- Fully inclusive summer day camp, enabling children with and without special needs to learn and play together in a supportive, positive, farm environment. Leader-in-Training program for teens. In addition to camp specific riding activities, all campers have the opportunity to participate in a wide range of fully inclusive, age-appropriate activities
- Saturday inclusive 'Little Breeches' Club for young children (spring/fall)



Additionally, Sunrise Therapy Forest has recently been created to establish managed forest and meadow habitats at Sunrise to enhance existing biodiversity through planting of native species, and provide new habitats and food sources for pollinators. It will also provide accessible natural spaces for innovative, inclusive programming for children and adults with disabilities, with a focus on fitness, wellness and nature appreciation.

A full description of all current programs can be found in Appendix 2

The benefits provided by these programs are extensive and demonstrable.

Physical Benefits

Riding is a non-weight bearing sport activity: walkers and wheelchairs are left behind! The horse's movement stimulates a rider's pelvis and core in a manner that simulates the normal gait of a human, thus strengthening muscles needed for mobility. Riders with physical disabilities gain:

- Improved core strength, posture and balance
- Greater muscle/improved muscle tone
- Enhanced coordination, including hand-eye (catching, grasping and releasing objects)
- Improved physical mobility and general fitness

Emotional and Social Benefits

The human-animal bond is an important relationship. Being surrounded by encouraging staff, supportive volunteers and understanding peers also helps improve emotional well-being. Riders with behavioural, social or emotional special needs (including autism) demonstrate:

- Greater willingness to try new things
- Enhanced feelings of confidence and self-esteem
- Reduced anxiety/hyperactivity
- A sense of achievement as goals are reached
- More positive social behaviours

Cognitive Benefits

The horse is a powerful motivator, helping riders to gain many transferable skills. Each riding lesson incorporates activities and games on horseback, which are designed to help improve communication or processing skills. Riders with intellectual disabilities often improve:

- Oral communication skills
- Listening skills
- Processing skills, including capacity to stay on task,
- follow multi-step instructions or plan movements
- Life skills, such as differentiating right and left

Vision

The Sunrise Board of Directors and senior staff have long had a desire to provide AFFORDABLE SUPPORTIVE (24/7) HOUSING FOR PERSONS WITH DISABILITIES on the farm. The idea first arose through discussion over the years with concerned parents, whose adult children were still living in the family home, with aging parents, and the lack of alternative community supportive living opportunities. (See Appendix 3 for samples of parent letters and Sunrise Physician's letter)

As part of a holistic vision for expansion of the facilities we wish to develop an on-site residential and respite facility that not only provides support for those with special needs, but also reaches out to their family members, providing a sense of community, support and caring. It will be in a farm-based environment, with access to a broad range of services and programs on site. The core of that plan is a 14-apartment Affordable Supportive Housing (24/7) residence. This is the focus of the balance of this business plan. Other elements of program and facility expansion, while related, will stand on their own merit and be funded outside of this proposal.

Importantly, targeted residents and guests of the new residential facility will benefit immensely from the environment and community created by the existing programs AND will have direct access to existing facilities and be able to participate in current and newly established programming.

DEVELOPMENT/MANAGEMENT TEAM / BOARD OF DIRECTORS INFORMATION

Sunrise is the beneficiary of an extensive list of patrons, supporters, advisors, and consultants. The tables below identify only those relevant to this application. It is an impressive list, and helps greatly to demonstrate the expertise and access that will deliver this ambitious project.

Sunrise Board of Directors – Governance and oversight of Sunrise

The Sunrise Therapeutic Riding & Learning Centre, Inc. Board of Directors, membership outlined below, is in full support of this project. Please see Appendix 4 for a copy of the resolution of the board as it relates to this submission.

Contact information	Skills, knowledge, qualifications
Honorary Director - Tommy Hunter, CM, O. Ont.	Canadian country music performer
President - Ann Caine, SRN (nurse, retired)	Past Sunrise Executive Director; volunteer Development Director, CanTRA Advisory Council Chair, CanTRA Accreditation and Standards Chair Rotarian
Secretary / Treasurer - David Kennedy, CPA CA	Chartered Accountant. Director of Finance and Corporate Operations Wellington-Dufferin-Guelph Public Health. Past Director of Corporate Services/Deputy CAO Municipality of Meaford. Past Director of Finance for the City of Guelph
Past President - Donna Christie	Special Education Teacher (retired)
Director - Patsy Marshall, M.Sc. and B.A.Sc.	HR Specialist, President of Train on Track, Course Instructor at several local colleges & universities Rotarian
Director - Karen Curtis	Community Development Coordinator in charitable sector (retired) Rotarian

Sunrise Advisory Council Members - Local professionals providing support and advice on specific areas of operations.

Sunrise operates day-to-day with an extensive network of volunteers and consultants. The table below outlines a selection of those volunteers and consultants that are particularly relevant when considering the experience and skill set available at Sunrise in working with, and understanding the needs of, our target population. We believe Sunrise is uniquely qualified to offer AFFORDABLE SUPPORTIVE (24/7) HOUSING FOR PERSONS WITH DISABILITIES in this innovative model.

Contact information	Skills, knowledge, qualifications
Michael Henley, Partner Miller Thomson Ontario Agricentre, 301-100, Stone Rd West Guelph, ON, N1G 5L3 519-780-4649 mhenley@millerthomson.com	Legal Advisor
Jessica Kristensen, Associate Miller Thomson, LLP Ontario Agricentre, 301-100, Stone Rd West Guelph, ON, N1G 5L3 519-593-3256 jkristensen@millerthomson.com	Legal Advisor
Dr. Christopher J. Stermerdink MD CCFP FCFP Medicine Professional Corporation, 207-55 Wyndham St. North Guelph, ON, N1H 7T8 519-836-1455	Medical Advisory Committee
Andrea Gow, Speech Language Pathologist 519-993-0377	Medical Advisory Committee
Nicola Harman, CanTRA Coach/Examiner 519-2270595	Medical Advisory Committee
Angela Meyer, Pediatric Occupational Therapist 905-825-6000, ext 3637	Medical Advisory Committee
Carol Peachey-Hill, Occupational Therapist 519-835-8725	Medical Advisory Committee
Winnie Warywooda, Physiotherapist 519-767-8106	Medical Advisory Committee
Ron Martin, Project Manager Frey Building Contractors 3435 Hawkesville, ON, N0B 1X0 519-741-6156 Ron@freybc.comBroadway St.	Contractor

Project Steering Committee – Oversight and execution of this project

A small and flexible Steering Committee has been established with the responsibility of providing oversight to the execution of this project, including

- Translating the vision into an executable project
- Managing the interface with major funding and regulatory agencies related to this project
- Establishment of a separate committee to manage and execute a Development (Capital) Campaign to raise the private funds required to complete execution
- Understand and manage the interface between the current ongoing operation, including ultimately rolling the new facilities and programs into the existing infrastructure and operation.

The Steering Committee membership is outlined below.

Contact information	Skills, knowledge, qualifications
Peter Cummins, B.Sc. Phm, MBA, Steering Committee Chair 226-979-6370	Previously Vice President Research and Development (R) McNeil Consumer (Johnson & Johnson, Inc.). Treasurer for the Salvation Army, Guelph, ON for the past 23 years. Chair of the Building Steering Committee for the construction of The Salvation Army church building at 1320 Gordon St, Guelph, ON (2005)

Ann Caine, SRN (nurse, retired). President Sunrise Therapeutic Riding & Learning Centre, Inc. Rotarian	Past Sunrise Executive Director; volunteer Development Director, CanTRA Advisory Council Chair, CanTRA Accreditation and Standards Chair
David Kennedy, CPA CA Secretary Treasurer, Sunrise Therapeutic Riding & Learning Centre, Inc.	Chartered Accountant. Director of Finance and Corporate Operations Wellington-Dufferin-Guelph Public Health. Past Director of Corporate Services/Deputy CAO Municipality of Meaford. Past Director of Finance for the City of Guelph
Patsy Marshall, M.Sc. and B.A.Sc. Board Member - Sunrise Therapeutic Riding & Learning Centre, Inc. Rotarian	HR Specialist, President of Train on Track, Course Instructor at several local colleges & universities. Rotary District Governor, 2014-15

Project Development Campaign (Capital Fundraising) Members – Confirmed

A critical part of bringing the Building Brighter Futures vision to life will be the execution of a successful development (capital) campaign. Sunrise has a history of successful ongoing (annual) fundraising, with the largest previous capital campaign raising approximately \$1MM in 2008. For the residential portion of the current project plans we anticipate raising \$1.412MM. We have assembled an impressive list of patrons, advisors, and team members with International, national, regional, and local visibility. This has been made possible by the 38 years of networking by Sunrise management, staff and Board members. The endorsement and commitment by the members of this Development Campaign team is rooted in their understanding of the value and impact of Sunrise on the lives and wellbeing of children and adults with disabilities, as well as their confidence that Sunrise is able to execute the vision it sets for itself.

The current confirmed membership of our Development Campaign team includes no less than SEVEN ORDER OF CANADA recipients, and is outlined below.

Contact information	Role
The Hon. David Onley, CM, O. Ont. Former journalist who served as the 28th Lieutenant Governor of Ontario from 2007 until 2014. The province's first Lieutenant Governor with a disability	Honorary Patron
Bruce Cockburn, OC Canadian singer/songwriter	Honorary Patron
Dr. Roberta Bondar, CC, O. Ont, FRCPC, FRSC Canada's first female astronaut. Physician. Holder of the NASA Space Medal and inducted into the International Women's Forum Hall of Fame and Canadian Medical Hall of Fame for her groundbreaking research in space medicine.	Honorary Director
Dr. Ian Millar, CM Canadian Equestrian Team Captain for show jumping (R). He is a two-time winner of the Show Jumping World Cup and an Olympic silver medalist. Nicknamed "Captain Canada" in his sport, he holds the record for most Olympic appearances by any athlete in any sport	Honorary Director

Tommy Hunter, CM, O. Ont. Canadian country music performer	Honorary Director
Jean Little, CM Multi award-winning Canadian children's author	Honorary Director
Jim Estill, CM, O. Ont. Canadian technology entrepreneur, executive, and philanthropist	Honorary Director
Susan Frasson President Coldpoint Holdings/ Wood Development Group, Guelph, ON	Advisor
Don McKay Councilor, Wellington County	Advisor
Robin-Lee Norris Lawyer (Previously with Miller Thomson LLP) Rotarian	Campaign Co-Chair
David Halls Real Estate Rotarian	Campaign Co-Chair
Jennifer Goody Brown Associate Investment Advisor, RBC Dominion Securities	Campaign Co-Manager
Sara Sayyed Community Services Director, Muslim Society of Guelph Director, Guelph General Hospital Board	Campaign Co-Manager
Ken Boyd General Manager (R), Research Programs Ontario Ministry of Agriculture and Food. Rotarian	Assistant to Campaign Managers
Patsy Marshall HR Specialist, President of Train on Track, Course Instructor at several local colleges & universities Rotarian	Campaign Section Chair

PARTNERSHIP INFORMATION

Sunrise Therapeutic Riding & Learning Centre, Inc. has cultivated many partnerships over 38 years. Some of those are obvious from the lists of names and related organizations identified in the previous section of this report. We will try not to repeat too many of those in this section but encourage reviewers of this document to consider the prior section part of the partnership discussion also.

Our partnerships have evolved in parallel to the innovation and expansion of programs and services. The project outlined in this document will require we leverage and deepen existing partnerships AND establish additional new relationships. This is an ongoing task.

We have divided existing partnerships into four major categories for the purpose of illustrating the depth of existing partnerships.

Facility

- Frey Building Contractors, 3435 Broadway St., Hawkesville, ON, N0B 1X0

- Frey have been valuable partners on exploration, design, and construction of several past projects for Sunrise. Frey has supported Sunrise by contributing a portion of the cost of those projects as a donation back to the program
- Capital Paving, Inc, Cox Construction, Ltd., Canada Building Materials Ltd (CBM), Con Cast Pipe.
 - Sunrise has been able to bring the above four companies together in partnership to provide services/product in kind to address Sunrise facility needs. Maintenance of driveway & yard, and the construction of footings/foundations for various projects have been donated in the past. Outside of the current project, Capital paving alone has made a 5-year commitment of tens of thousands of dollars of work per year in support of the current operation.
- Classy Lane Training Centre
 - Classy Lane is a neighbor of Sunrise. The facility can accommodate 222 horses, and is home for some of North America's top trainers. Classy Lanes has long taken all of Sunrise's barn waste, reducing cost and staffing demands for Sunrise's operation.
- Wasteco
 - Wasteco has for several years removed all garbage from Sunrise weekly without cost

Project

For the current project specifically, the following table identifies partners involved in the planning and construction

Contact information (Name, Company, Phone, Email)	Skills, knowledge, qualifications
Builder: Selection pending	Sunrise Therapeutic Riding & Learning Centre, Inc. will select a Builder experienced in accessible residential development. Frey Building Contractors have been providing support to this and other projects during initial development work and will be included in the companies invited to bid.
Project/Construction Manager: Jack Tacoma, P.Eng (R)	Founding partner of Tacoma Engineers, Jack has volunteered to provide oversight (on-site) of the construction project for Sunrise.
Planner: GSP Group, Hugh Handy, 519-569-8 municipal):	GSP Group is working with Sunrise and is experienced in residential development
Architect: David McAuley, Arise Architects Co-Operative, 519-823-2441, david@arisearchitects.com	JDM Architect is currently working with Sunrise and is highly experienced in affordable, accessible, and sustainable housing development
Consultant Engineer: John Duffy P. Eng., 423 Woolwich St. Guelph, ON, N1H 3X3 519-821-2763 John.duffy@vanharten.com	Consulting Engineer Van Harten Surveying Inc.
Property Manager: Sunrise Therapeutic Riding and Learning Centre:	Sunrise currently provides property management for it's current facilities and will be hiring additional maintenance staff to fulfill property management requirements
Property Management Oversight and Advisory Support: Michael Balnar, Balnar Management, Ltd. (providing free advisory and oversight services)	Balnar Management Ltd. is a second and third generation family business, established in 1977. Well known and highly regarded in the Guelph/Waterloo communities. Balnar provides asset and property management services for companies, partners and investors. Currently they manage over 1,700 units.
Housing Consultant: Tim Welch, TWC Inc., twelch@twcinc.ca, 519	TWC Inc. has worked with the County of Wellington housing staff on a planning approach for development of new affordable housing; acted as a development consultant for over 30 affordable housing developments in Southern Ontario.

Financial (Lender): Scotia Bank, Guelph Banker/Accountant):	Current financial institution used by Sunrise. Sunrise is governed by a Board of Directors and a Treasurer (accountant) is an officer position on that Board. As a charitable organization, Sunrise also has financial expertise on an advisory committee.
Other: Friends of Sunrise Limited (FOSL), celia@digitalfrog.com (fin	FOSL a corporation formed by a small group of philanthropists specifically to facilitate Sunrise's operation. It is the owner of the land and as the landlord fully supports Sunrise in developing supportive housing on the property and has designated Sunrise to act on its behalf on related matters. A long-term lease (Appendix 5) between FOSL and Sunrise is in place covering a 40 yr horizon, effective 2019. Sunrise is a shareholder of FOSL and has legal signing authority on behalf of FOSL for all matters relevant to this project. (See Appendix 6 for a copy of the agreement)

Financial

Sunrise receives Financial support from a wide range of individuals and business. We would refer you to the most current Annual Report found in Appendix 7 for a more complete list of those identified for 2017/18 alone.

Long-term supporters include

- Rotary Club of Guelph South
- Rotary Club of Guelph Trillium
- UPI Energy
- Cooperators Insurance
- JTI McDonald Corporation
- Ontario Trillium Foundation
- Canada Housing and Mortgage Corporation. SEED Grant program

Program

Partnerships related to program and service delivery to date include:

- Medical Advisory Committee members identified previously
- COPS Program, Waterloo Regional Police Services. Mentoring program for youth at risk.
- Shelldale Community Centre Youth at Risk Program. Guelph.
- Upper Grand District School Board, Guelph.
- Waterloo Regional School Board, Waterloo.
- Guelph Wish Fund For Children
- Camphill Communities, Angus, ON. A not for profit organization dedicated to creating unique and inspiring residential, vocational and learning opportunities for people with cognitive and developmental disabilities in both rural and urban settings. Sunrise and Camphill have been exchanging best-practices with each other for several years.

Additional partnerships that have been initiated in support of this project. For example, we have had discussions with Ryan Pettipiere, former Director of Housing, County of Wellington regarding our plans and he has articulated his position on the value our proposal in a letter he submitted in support of our SEED application to Canada Housing and Mortgage Corporation (CMHC). See Appendix 8. We have also

had numerous discussions with additional staff at the county of Wellington Housing Services, including Mark poste, current director. Sunrise is currently actively engaged with CMHC (Anthony Adrien, Affordable Housing Consultant, and more recently Cathy Aquilina, Specialist Multi Unit Client Solutions) regarding both SEED funding and preliminary discussions on Co-Investment and Rental Construction Financing. We were successful in receiving preliminary SEED Grant funding (see Appendix 9) and are in the process of re-applying for additional SEED funding. Recent feedback is very encouraging, and access to County of Wellington Affordable Rental Housing funding would be viewed very positively with respect to Co-Investment funding access with CMHC.

Sunrise is also working closely with Michael Chong, MP, and Ted Arnott, MPP who are both long-time supporters. Meetings with them and office staff have resulted in continuing assistance to explore and access both federal and provincial funding for capital and operating aspects of this project. For example, Ted Arnott is facilitating a meeting with the Minister of Children, Community, and Social Services to discuss ongoing operating funding support options, a meeting which he has personally expressed interest in attending.

Further, discussions are ongoing with the Township and County regarding any incentives from the local municipality that may available for projects such as ours.

DESIGN CONCEPT & DRAWINGS

As noted in the first section of this business plan, the holistic vision is for expansion of the Sunrise facilities to grow existing program capacity, and to develop on-site residential and respite services for those with special needs. The core of that plan is a 14-apartment Affordable Supportive Housing (24/7) residence (rental units). The residence is a portion of a larger planned building to also house respite and administrative space. All financial information incorporated into the business plan is specific to the share of that building that is residential. There are no costs included for any other portions of the facility. Those will be addressed separately from what is discussed in this document.

The Site is located at 6920 Concession 1, Puslinch, ON. It includes two natural areas including floodplain and wetland feature areas, identified as Core Greenland and Greenland in the County of Wellington Official Plan. All proposed structures/development will be located outside of these areas and outside of the regulation limit buffer as established by the Grand River Conservation Authority ("GRCA").

Appendix 10 contains a site plan and floor plan for the project. The building floor plan shows the complete building. Space required to support the residential portion of our plans is highlighted in blue. Each resident will have a private studio suite and will have access to shared cooking, dining, recreational, and program space. Supervision, support, and security will be available 24/7 from paid staff. The facility will be constructed to allow for optimal accessibility for persons with disabilities, a population long-served and understood by Sunrise.

Detailed design of the building beyond the floor plan is yet to be completed. Sunrise is aware of, and fully committed to, expectations and requirements related to Energy Efficiency and Building Design incorporated in the Ontario Priorities Housing Initiative (OPHI) Programme Guidelines. We are working with Arise Architects Co-Operative (formerly J. David McAuley Architect Inc, with David McAuley and Danielle Gignac). Arise consults for new construction and alterations designing healthy sustainable

places. Arise has implemented many measures driving savings in electrical costs, water, transportation, waste reduction and air quality whilst reducing the impact on the environment. David is a former member of the Green Building Council, and Danielle is a Certified Passive House Designer. Arise and its predecessor firm have designed many building projects throughout Ontario with attention to environmental sustainability, regularly exceeding the National Energy Code and the Ontario Building Code requirements for new construction. This results in maximizing energy efficiency and reducing operating costs. Sustainable and affordable construction methods and materials are also taken into consideration. Examples of this work locally include numerous residential projects as well as consulting on the planning for a co-housing development in Guelph to employ standards and principles such as Passive House and Net Zero. Sunrise intends to use Arise's expertise in these areas to the maximum extent practical for our specific project.

With respect to Panning Approvals, our site was previously zoned Agricultural. No Official Plan amendment was required but a Zoning Bylaw Amendment was, and HAS BEEN COMPLETED. An extensive justification report prepared for Sunrise by GSP Group (see Appendix 11) and our case was reviewed by Puslinch Township's Planning and Development Advisory Committee on July 9th, 2019, and received unanimous support. A public meeting was held on August 14th. Subsequently on September 18th, 2019, Council passed the site-specific Zoning Bylaw amendment clearing the path to the construction phase of the facility outlined in this proposal. Severances or easements are not complicating factors in this project. Sunrise has initiated the process of submission for Site Plan Approval. Discussions have been had with the Township Planning Department and Arise Architects Co-Operative are leading the process on behalf of Sunrise. A survey to define boundaries, locate existing buildings on site, plot GRCA flood plain and regulation limit and do topographic elevations has been completed. Van Harten Surveying Inc. completed this work and is, in part, donating their services. Septic, grading, and drainage design contracts are in process. Building design activities to provide more detailed drawings are starting in anticipation of further SEED funding. Completion of site plan, design, and permitting activities are expected to support a Q1 2021 start of construction.

Township Planning Staff have confirmed additional Environmental Site Assessments are not required. The Grand River Conservation Authority ("GRCA") has already reviewed the proposed site plan and re-zoning and has no objections. Environmental requirements are not expected to be critical path items.

The permit aspects of the project have been initiated with work on the Site Plan. The nature of the building and the site have been discussed extensively with Township Planning staff as part of the Zoning By-law amendment process. These discussions have been helpful and supportive. We anticipate that thorough and complete applications will meet with positive and timely reviews. Targets are as follows.

Permit (excavation, foundation, demolition)	2021-02-01
Building Permit	2021-03-01
Construction Start	2021-04-15
Substantial Completion	2022-06-30
Occupancy	2022-09-01

Sunrise acknowledges the stated preference for projects that incorporate construction apprentices. This preference will be incorporated into our tendering process.

TARGET TENANT GROUP

Sunrise has built a strong community over 38 years of working closely with children and adults with disabilities, and their families. Our programs have been supported and delivered by credentialed staff, and a large team of volunteers, who are knowledgeable and trained in the specific needs of adults with a diversity of special needs.

The vision for this affordable, supportive housing project has grown out of these many years working with hundreds of vulnerable and underserved individuals, and therefore the primary target tenant group, the majority of whom are from Wellington County and Guelph, will be from the existing Sunrise families. This is not intended to exclude any other eligible individuals who meet the proposed residential criteria. This population is high on the list of target populations identified in the Ontario Priorities Housing Initiative (OPHI) Programme Guidelines, and in the Guelph-Wellington document A Place To Call Home. Indeed, it is also noteworthy that the vacancy rate for studio (bachelor) suites in A Place To Call Home is ZERO. Our proposed development is for studio suites exclusively.

Selection of residents will be determined by a knowledgeable panel who are at arm's length to Sunrise, its staff or families. Procedures will be implemented to ensure objectivity and impartiality in the selection process.

FINANCIAL OVERVIEW

Sunrise has operated successfully as a non-profit/charitable organization continuously for 38 years. It has a track record of steady and sustainable growth in both facilities and in services and programs. As noted earlier, a history of the more significant expansion events can be found in Appendix 1. It enjoys tremendous community support both in human capital terms (large volunteer base) and in terms of ongoing financial support. Sunrise does not rely significantly on government funding for operations, but has been the recipient of several government grants for specific projects. The most recent Annual Report can be found in Appendix 7 and associated audited financial statement is attached as Appendix 12.

We anticipate significant demand for the limited number of residential rental units in this unique facility targeted at a particularly vulnerable and underserved population (Affordable Supportive Housing (24/7) For Adults With Disabilities). We are in a strong position to be able to leverage existing infrastructure and programming to be efficient and effective with our offering.

With respect to capital costs, the affordable housing element of our expansion plans have been outlined in detail in Form 8 of this application. Total capital costs have been calculated as \$3.562MM. This provides 14 Bachelor Suites of at about 368 sq ft each, which approaches the 450 sq ft (41.8 sq m) guideline in the RFP document. Our units are Affordable Supportive Housing (24/7) units for adults with disabilities. As such, while they will have their own "front door" and dedicated

TABLE 1 – Calculation of Grant Request

Total cost residence	\$3,562,000
Cost/unit (14 units)	\$254,429
75% of unit cost	\$190,821
Max grant per unit	\$150,000
Max total grant	\$2,100,000
SEED Grant approved	\$50,000
To be raised for residence	\$1,412,000

personal space, they do not require full kitchens and will benefit greatly from a social and security perspective from the more extensive shared common spaces (dining, kitchen, laundry, recreational, and programming space). These common spaces are planned to provide over 10,000 sq ft beyond the total area of the units themselves. See TABLE 1 for data related to grant request calculation. Sunrise is in the process of rolling out a Development Campaign with an already impressive list of volunteers (see Development/Management Team / Board Of Directors Information section) to raise the \$1.42MM required to complete funding, assuming award of the maximum available grant. Sunrise has previously (2006) raised \$1MM in a single campaign, and is confident of the ability to exceed that amount in 2019/20.

Additionally, Sunrise is exploring mortgage or construction financing, as required, to permit implementation of construction as funds from the Development Campaign are being received.

Finally, Sunrise is not carrying any current debt so all newly raised capital funds (grants, donations) will be fully available for current capital project plans.

A detailed operating budget has been prepared covering contemplated expansion of facilities and services, including the Affordable Supportive Housing (24/7) component. Form 8 provides highlights. Since the expansion is to be integrated into the ongoing Sunrise operation on the current site, estimation of incremental operating costs and creation of an operating budget was straightforward. Where appropriate, conservative assumptions have been made, including appropriate contingency on revenue, salaries, and property maintenance as well as provision for replacement reserves. The Sunrise application may differ from other simple affordable housing unit proposals in that our budget includes planned revenue from programming and services related to the supportive element of our strategy. We have included in our 5-year Pro-Forma Income Statement a general assumption of an average 1% per year increase in the affordable rent, 1.5% per year in other income, and a 2% per year increase in operating costs. We are confident that this addition to our operation will be self-sustaining, with a modest projected surplus over the 5-year period.

	Year 1	Year 2	Year 3	Year 4	Year 5
Income					
Affordable Rental Revenue	\$93,828	\$94,766	\$95,714	\$96,671	\$97,638
Market Rate Rental Revenue	\$0	\$0	\$0	\$0	\$0
Non-Rental Revenue *	\$833,220	\$845,718	\$858,404	\$871,280	\$884,349
Total Revenue	\$927,048	\$940,484	\$954,118	\$967,951	\$981,987
*Fees (meals, housekeeping, supervision, security, utilities), Other (Donations, Fundraising, Program)					
Expense					
Maintenance Wages and Benefits	\$28,500	\$29,070	\$29,651	\$30,244	\$30,849
Maintenance Materials and Services	\$36,150	\$36,873	\$37,611	\$38,363	\$39,130
utilities	\$17,550	\$17,901	\$18,258	\$18,623	\$18,997
Administration	\$593,240	\$605,105	\$617,207	\$629,551	\$642,142
Other	\$18,750	\$19,125	\$19,508	\$19,898	\$20,296
Mandatory payments	\$51,625	\$52,658	\$53,711	\$54,784	\$55,881
Total Expense	\$745,815	\$760,732	\$775,946	\$791,463	\$807,295
Net Income (Loss)	\$181,233	\$179,752	\$178,172	\$176,488	\$174,692

MARKETING PLAN

We are acutely aware of the magnitude of the wait lists for affordable, supportive housing for our target population having had constant communications with Christian Horizons, Camphill Communities, additional providers, and also our many parents of adult children with developmental delay.

This is a unique housing concept, where stimulating and empowering programming will be available to all residents as part of the project. Our approach addresses challenges in operating traditional adult group homes and affordable apartments where residents may choose not to attend available external community programming. This results in reduced social contact. Our proposed model will offer an inclusive package, outlined in a 'Memorandum of Understanding' for all potential residents. All residents will have access to 24/7 staff support. They will interact with the Day Life Skills, and adult Respite participants, while always having access to their own private living area.

There will be particular focus on good nutrition, with a daily meal plan provided by the trained staff from the community kitchen. Health care and active living will be a major component of this facility.

The operating plan, and budget, includes an accessible van to transport residents to any necessary or desired locations in the City of Guelph or surrounding area.

We believe the offering will be particularly well differentiated vs alternatives in the market. We anticipate significant demand for what is a limited number of residences.

A discussion of the research and planning that helped to refine our plan can be found in Appendix 13 - Sunrise Therapeutic Riding and Learning Centre Staff Report.

When the project moves into the construction phase, marketing materials regarding the Sunrise affordable supportive housing opportunity will be readied for circulation, first to the Sunrise community of families, and subsequently to the surrounding community.

Detailed information on both the services and the support available through Sunrise, and the expectations for resident community will be identified and documented in a 'Memorandum of Understanding'.

Marketing activities will be developed and executed in consideration of the guidelines articulated in Section 13.2 Rent-Up of the "County of Wellington Housing Services: Resource Guide for the Development of Affordable Rental Housing."

Appendices 1 through 13 Follow

APPENDIX 1 – HISTORY

APPENDIX 2 - CURRENT PROGRAMS

APPENDIX 3 - BOARD RESOLUTION

APPENDIX 4 - SUPPORT LETTERS MD AND PARENTS

APPENDIX 5 - CERTIFIED COPY OF THE LEASE

APPENDIX 6 - SUNRISE AGREEMENT TO ACT FOR FOSL

APPENDIX 7 - ANNUAL REPORT 2017-18 AND 2018-19

APPENDIX 8 - SUPPORT LETTER RYAN PETTIPIERE

APPENDIX 9 - SEED GRANT RESPONSE

APPENDIX 10 - SITE & FLOOR PLAN

APPENDIX 11 - PLANNING JUSTIFICATION REPORT

APPENDIX 12 - AUDITED FINANCIAL STATEMENTS 2017-18

UNAUDITED FINANCIAL STATEMENTS 2018-19

APPENDIX 13 - STAFF REPORT

Appendices available upon request



TOWNSHIP OF

PUSLINCH

EST. 1850

Schedule G to Report FIN-2020-040

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Wellington county plowmen's association

Contact name and position *

Carol Day

Organization mailing address *

6374 wellington road 7

Website

Telephone Number *

Ext.

519-501-9093

Email Address *

wellingtonplowmen@gmail.com

Questionnaire

Grant amount applied for *

\$180.00

Organization's goals and objectives related to the grant request *

Schedule G to Report FIN-2020-040

Hello, we are a non-profit group that promotes agriculture awareness as well as farm safety. We have a special event every year of competition plowing that serves the local competitor plowers in their sporting endeavors to attend the IPM in the future. We ask the township of Puslinch to please support us by placing an ad in our yearly fundraising handbook. This is our only fundraising effort to support our yearly event.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

Our event is a branch level competitive plowing match. Competitive plowers from within Ontario come to our match to compete and attain points to qualify for competing in the IPM. Locally one of our plowers represented Canada in the world plow competition in Denmark and is also currently eligible for Russia world plow, which due to COVID was postponed for 2021. Funds that we gain through our fundraising efforts are used to pay for prize money, equipment, and to support our queen of the furrow program.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

Without funding our organization would not be able to continue. We are a completely nonprofit organization that depends solely on grants and our fundraising efforts. We believe the advertising handbook we make every year helps the community as well by displaying local agricultural businesses in a convenient magazine that we distribute across wellington county.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

Schedule G to Report FIN-2020-040

If our organization does not receive funding or have a successful fundraising campaign we would be insolvent and unable to continue with our ag awareness efforts. The plowmen's association has hosted approximately 78 local branches now with gaps only for world wars and now covid-19.

Choose one category of funds requested *

- ☒ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



[budget sheet for wellington plowmens 2020.docx](#)

14.4 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



[Wellington County working money report beginning jan 2019, ending December 31st 2019. Final re](#)

19.8 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

8/28/2020



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Carol Day secretary/treasurer

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Wellington County Plowmen's Association proposed expected budget based on the numbers provided for items of consistent use over previous years.

Prepared for year 2021, based off numbers from year 2019. (note we mostly used 2019 numbers as covid-19 interruption would greatly skew projected amounts. This is because if the unexpected cancellation of all our 2020 events. We hope everything will be back to normal for year 2021)

Revenue	Amount	
Grants combined	920.00	
Donations	20.00	
Adbook in	6715.00	
Banquet tickets	1465.00	
Competitor entry fees	340.00	
Member dues	240.00	
Miscellaneous	180.00	
Queens Fundraising	450.00	
	Totalling	10330.00
Expenses	Amount	
Ad book printing	5563.57	
Website fees	167.98	
Convention fees	1565.00	
miscellaneous	150.00	
Bursary	500.00	
Honorariums	550.00	
BBQ	310.35	
Membership dues to opa	146.89	
Parades and floats	200.00	
Prize money	1850.00	
Advertising	195.74	
Porta potties	265.55	
Branch match	1146.50	
Banquet	3359.50	
New equipment	800.00	
Queen banquet expenses	663.88	
	Totalling	16771.08
	Effective plus or minus expected	-6441.08

Based on figures, it is expected we will have an increased shortfall of 6441.08 this year.

WORKING BALANCE SHEET BEGINNING JANUARY 2019 ending Dec 31, 2019**Wellington County Plowmen's Association report read on February 12th, 2020****Income**

Advertising Handbook cash	\$160.00
Advertising Handbook cheques	\$6850.00
Grants (Wellington County)	\$500.00
Grants (BMO farm family)	\$400.00
Grants (opa junior plower)	\$20.00
Entry Fees	\$340.00
Banquet tickets	\$1620.00
Hat sales since jan 1 st /2019	\$75.00
Commissary items sold at match	\$1.00
Membership Dues (2019(collected after jan 1 st 2019)	\$80.00
Membership Dues (2020 collected before Dec 31, 2019)	\$130.00
Queens fundraising	\$250.00
Memorial Donation (Dave)	\$265.00
Pies and Chops Sold off at BBQ	\$196.00
GIC income CIBC	\$325.04
GIC income BMO	\$547.26
GIC base amount returned from CIBC	\$12000.00
GIC base amount returned from BMO	\$15000.00
IPM cookbooks sold for IPM 2020 (cash)	\$165.00
Donations made Dec 9 th , 2019	\$105.00 (Don Nunnikhoven and Henry Deter)

Total Income In Before GIC capitol \$12029.30**Total Income In With GIC Capitol \$39029.30****Expenses**

Advertising Handbook/postcards/posters	\$4598.20
Membership Dues (opa2019)	\$146.89
Osim website fees	\$174.47
Convention pre-registration 2019	\$565.00
Convention hotel re-imbursements(director)	\$1000.03
Convention silent auction donation	\$20.00
Office printing for meetings	\$74.08
Printing for ad book	\$114.68
Meeting coffee and food expenses	\$152.91
Semi total-----	\$6846.26

Queen Expenses

Queen convention	\$240.68
Queen bursary (Heidi Frey) 1 st half convention	\$150.00
Queen bursary second half (ipm)	\$350.00
Q of F ipm gifts	\$211.90

Sympathy Expenses \$111.86

Semi total-----\$1064.44

Branch Match Expenses

Branch Match lunches	\$660.00	
Judges	\$508.60	
Prize Money paid out	\$2305.00	
Staking day expenses	\$13.38	
Porta Potty	\$452.00	
Branch match ad in advertiser	\$109.33	
Sign #'s	\$12.85	
books mailed to plowers	\$165.70	
Semi total-----		\$4226.86

BBQ		
Pies	\$80.00	
chops	\$246.15	
Miscellaneous	\$51.09	
GIC's Meridian	\$12001.00	
GIC's Meridian	\$20,000.00	

Banquet Expenses

Hall Rental 2019 year	\$400.00	
Food	\$1585.00	
Flowers for queens	\$84.75	
Queen/Princess sashes & crowns + engraving	\$281.94	
Advertiser for ad for ticket sales	\$91.10	
Farm Family & host farmer gifts	\$65.47	
Banquet queen expenses	\$683.88	
Ticket specialty paper	\$18.07	
Table cloth roll (floats also)	\$67.75	
cookbooks for contestants 3 (we purchased)	\$45.00 → paid to opa	
12 additional cookbooks sold for IPM 2020	\$180.00 → paid to opa	
Semi total-----		\$35881.20

Parades and Floats	\$	
Generator battery	\$67.55	
Honorariums secretary	\$500.00	
Semi total-----		\$567.55

Total Expenses Out before GIC reinvest **\$16585.31**

Total Expenses out with GIC reinvest **\$48752.01**

As of yet expense receipts not yet turned in \$please turn in any receipts thanks

Note: (Hat Money collected since began selling them) \$315.00

Current Account Balance Total (February 12, 2020)	\$6411.59
Cash in cash box	\$564.20

*****Positive inflow for year \$12029.30**

****Negative outflow for the year \$16585.31**

***Shortfall for the year \$4556.01 (savings used to offset this)**

Realized and cashed out. **CIBC GIC 1 year 6 months at 1.8%**

\$12,000.00 expected interest if held to maturity: \$325.04

--issue date November 10, 2017, Maturity **date May 10, 2019**, term 1 year 6 months at 1.8%

Signatories Walter Trachsel, Dave **Rogerson**, Doug Jefferson, Alex McNaab

Realized and cashed out.

BMO GIC **\$15,000.00**

--GIC (issue date 09/June/2015, **Maturity 11/June/2019**) 1st yr. 0.9%, 2nd yr. 0.95%, 3rd yr. 1.0%

BMO GIC **\$7000.00**

--GIC (issue date 07/march/2017, Maturity 36 months, **mature march 2020**) 1st yr. 1.2%, 2nd yr. 1.35%, 3rd yr. 1.5% when matured, money to be deposited to chequing account automatically

******NEW******

Meridian GIC **\$12001.00**

GIC (issue date may 27th 2019, maturity June 2022) 3 year cashable @ 2.90%
signatories Ron Faulkner, Walter Trachsel, Arthur Davis

Meridian GIC (4 GIC's) **\$20,000.00**

GIC (issue Date December 16, 2019, maturity November 2022) 3 year cashable @ 2.60%
Signatories Ron Faulkner, Walter Trachsel, Arthur Davis
Note; the gross total 20,000 is broken up into 4 Gic's at \$5000.00 amounts

Total Assets Current only **\$45976.79**

Everyone please submit any receipts by phone, email etc., so that I can prepare the books.

Thank you!

Motion to pass report

Seconded by

GIC maturity dates for 2019 in quick review

CIBC May 10th 2019 **cashd out**

BMO june 11th 2019 **cashd out**



TOWNSHIP OF

PUSLINCH

EST. 1850

Schedule H to Report FIN-2020-040

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

The Whistle Stop Co-operative Preschool Inc.

Contact name and position *

Sandra Gunson - Supervisor; Jackie Johnson - President

Organization mailing address *

23 Brock Road. S., RR#3, Guelph, ON N1H 6H9

Website

whistlestoppreschool.com

Telephone Number *

519-824-1942

Ext.

Email Address *

info@whistlestoppreschool.com

Questionnaire

Grant amount applied for *

\$1,000.00

Organization's goals and objectives related to the grant request *

Schedule H to Report FIN-2020-040

The Whistle Stop Co-Operative Preschool's (the "Preschool") main goal with respect to this grant is to have as few expenses as possible in order to maximize monies received by the Preschool to cover new equipment, supplies, etc for the Preschool. Specifically, this grant request is with respect to the Preschool's annual fundraiser dance, which is the Preschool's main fundraising event. The proceeds of the fundraiser make up a significant portion of the annual income for the Preschool. The largest expense with respect to this event is the Community Centre rental. In previous years, the Township of Puslinch has graciously granted our request for reduced fees, and this has been enormously helpful. A grant with respect to the rental fees for the dance would benefit the Preschool, and the money saved could be allocated elsewhere, further enhancing the Preschool directly and the student's experience and education.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

The funds of this grant would be used to cover the Community Centre rental fees (for the main hall and meeting room) with respect to the annual dance, auction and raffle fundraiser. As previously mentioned, this event is the main fundraiser for the Preschool and is run solely by the parents. The event includes a silent auction, raffle, dance and late night buffet. This event has become a staple of the local community and local residents look forward to attending every year.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

As Puslinch's only licensed preschool provider, the Preschool provides a very necessary service to, and role within the community and surrounding areas. Fundraising makes up about a third of the Preschool's annual budget. This allows for the Preschool to keep tuition costs low and affordable for all families within the community. Approval of this grant would ensure that the Preschool is able to continue to support the community and its' local families with affordable childcare and education for their children. The Preschool also would like to note that when able to, they provide a portion of proceeds raised through the fundraiser back to the Township in order to assist with community projects and events.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

Schedule H to Report FIN-2020-040

Should the Preschool fail to receive the grant this year it will put a significant strain on financial resources. The funds are especially important this year because of reduced student capacity and increased safety protocols because of the Coronavirus. If the fundraiser proves less profitable and the expenses are not covered by this grant, additional fundraising may need to be done by the families, and the raising of tuition may need to be considered, making the Preschool program less obtainable and affordable for local families.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



[Whistle Stop Preschool - Estimated Budget \(Sept 2020 to Aug 2021\).pdf](#)

14.2 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



[Whistle Stop Preschool - Financial Statements \(Sept 2019 to August 2020\).pdf](#)

367.8 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Schedule H to Report FIN-2020-040

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

8/17/2020



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Jackie Johnson - President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

WHISTLE STOP CO-OPERATIVE PRESCHOOL INC.**ESTIMATED BUDGET: September 2020 - August 2021**

Expenses	Estimated Amount
Facility rental	\$1,200.00
Teachers - wages	\$28,000.00
Teachers - annual CECE membership	\$320.00
Teachers - meetings	\$100.00
Whistle Stop cell phone	\$500.00
General preschool supplies (crafts, toys, plates/cups, etc)	\$1,000.00
COVID-19 supplies (PPE, sanitizer, disinfectants, etc)	\$500.00
Special events (Christmas party, graduation)	\$200.00
Dance fundraiser - hall rental, bartenders, DJ, event insurance	\$1,500.00
Dance fundraiser - liquor licence, lottery licence	\$225.00
Dance fundraiser - food, liquor, decorations, etc	\$1,000.00
General accounting (payroll, etc)	\$1,695.00
Annual registered charity tax return	\$350.00
Insurance	\$1,800.00
Adverstising	\$150.00
Web Hosting	\$60.00
TOTAL ESTIMATED EXPENSES	\$38,600.00

Income	Estimated Amount
Registration fees	\$400.00
Tuition fees	\$15,000.00
Dance fundraiser	\$5,000.00
Poinsetta fundraiser	\$500.00
Grants	\$6,000.00
TOTAL ESTIMATED INCOME	\$26,500.00

ESTIMATED NET PROFIT**-\$12,100.00**

12:00 PM

The Whistle Stop Cooperative Preschool Inc.

08/04/20

Profit & Loss

Accrual Basis

September 2019 through August 2020

	Sep '19 - Aug 20	Sep '18 - Aug 19
Income		
County Grants	9,003.94	7,793.13
Dance Income	9,044.70	7,727.00
Family photo fundraiser	450.00	0.00
Field Trip Income	32.00	48.00
Interest Income	4.69	4.68
Mabels Labels fundraising	12.58	0.00
Pointsetta fundraiser	4,060.00	1,920.00
Toy cleaning	135.00	100.00
Tuition Fees	14,143.30	17,635.25
Total Income	36,886.21	35,228.06
Expense		
Accounting	1,751.50	2,090.50
Advertising	160.89	155.37
Dance costs	1,388.20	1,996.96
Facility fees	787.51	1,158.79
Family photo costs	117.65	0.00
Field Trips/Special Events	215.63	180.80
Graduation	97.50	306.98
Insurance	1,801.44	1,681.56
Interest & service charges	14.51	26.33
License, fees & courses	295.00	160.00
Pointsettas	3,305.98	1,581.24
Supplies & toys	1,022.26	2,398.75
Wages	20,486.85	28,429.85
Total Expense	31,444.92	40,167.13
Net Income	5,441.29	-4,939.07

12:00 PM

The Whistle Stop Cooperative Preschool Inc.

08/04/20

Balance Sheet

Accrual Basis

As of August 31, 2020

	Aug 31, 20	Aug 31, 19
ASSETS		
Current Assets		
Chequing/Savings		
WS co-op TD 946408	21,995.09	17,478.57
WS Ext bank account 5008792	22,653.23	22,653.23
WS savings TD 109095	4,693.65	4,688.96
Total Chequing/Savings	49,341.97	44,820.76
Total Current Assets	49,341.97	44,820.76
Other Assets		
County grant deposits	0.00	-1,398.57
Total Other Assets	0.00	-1,398.57
TOTAL ASSETS	49,341.97	43,422.19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	169.50	0.00
Total Accounts Payable	169.50	0.00
Other Current Liabilities		
Payroll Liabilities	308.99	0.00
Total Other Current Liabilities	308.99	0.00
Total Current Liabilities	478.49	0.00
Total Liabilities	478.49	0.00
Equity		
Opening Balance Equity	25,709.03	25,709.03
Retained Earnings	-4,939.07	0.00
WS Ext Retained Earnings	22,652.23	22,652.23
Net Income	5,441.29	-4,939.07
Total Equity	48,863.48	43,422.19
TOTAL LIABILITIES & EQUITY	49,341.97	43,422.19