



REPORT FIN-2022-037

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 21, 2022

SUBJECT: 2023 Grant Application Program
File: F11 – GRA and A09 GRA

RECOMMENDATIONS

THAT Report FIN-2022-037 regarding the 2023 Grant Application Program be received; and

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

Organization	2023 Approved Grant Allocation
Aberfoyle Agricultural Society	
Aberfoyle Farmers' Market	
Ellis Pioneer Chapel	
Friends of Mill Creek – Grand River	
Puslinch Lake Conservation Association	
Puslinch Minor Soccer Club	
Puslinch Safe Communities	
Scientists in School	
Whistle Stop Cooperative Preschool	

Purpose

The purpose of this report is to provide Council a summary of the 2023 Community Grant Requests to determine Council approved allocations as part of the 2023 budget process in accordance with the Township's Grant Application Policy adopted by Council on October 18, 2017 attached as Schedule J to this Report.

Background

Township staff advertised the 2023 Grant Application Program on the Township's website, Township social media platforms, Engage Puslinch, and the Puslinch Pioneer and indicated a deadline of August 31, 2022 to submit a grant application.

The applications from each community group are attached as Schedules A to I to this Report.

Outlined in the table below are the 2022 grant payments processed based on the 2022 approved budget and the 2023 grant requests received:

Organization	2022 Payments	2023 Request	Attachment	Notes
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A	
Aberfoyle Farmers' Market	\$3,000	\$3,000	Schedule B	
Ellis Pioneer Chapel	N/A	\$500	Schedule C	Note A
Friends of Mill Creek – Grand River	\$3,000	\$3,000	Schedule D	
Puslinch Lake Conservation Association	\$4,283	\$20,000	Schedule E	Note B
Puslinch Minor Soccer Club	N/A	\$2,650	Schedule F	Note C
Puslinch Safe Communities	N/A	\$500	Schedule G	
Scientists in School	N/A	\$3,000	Schedule H	
Sunrise Therapeutic Riding and Learning Centre	\$8,566	N/A		
Wellington County Plowmen's Association	\$180	N/A		
Whistle Stop Cooperative Preschool	N/A	\$500	Schedule I	Note D
Total	\$22,029	\$36,150		

Note A: Clause 2 of the Grant Application Policy indicates that groups or organizations of a religious nature are not eligible for grant funding. The Township provided funds of \$2,500 in 2011 and \$250 in 2014 to the Ellis Pioneer Chapel (this was prior to the adoption of the Grant

Application Policy in 2017) for their 150th anniversary in 2011 and for maintenance activities at the chapel in 2014.

There has been a group or organization of a religious nature that has submitted a grant application under the Township's Grant Application Program in 2019. Council did not approve this grant application in accordance with Clause 2 of the Grant Application Policy.

The Township's User Fees and Charges By-law No. 042-2022, Clause 28a indicates that religious services are not eligible for a fee reduction or waiver. There are however organized events that have been held by a religious organization that have been eligible for a reduced rental fee (ie. seniors' luncheon events). The reduced rate offered for this religious organization's event is in accordance with the User Fees and Charge By-law.

Under the Religious Organizations' Lands Act a religious organization means an association of persons,:

- (a) that is charitable according to the law of Ontario,
- (b) that is organized for the advancement of religion and for the conduct of religious worship, services or rites, and
- (c) that is permanently established both as to the continuity of its existence and as to its religious beliefs, rituals and practices, and includes an association of persons that is charitable according to the law of Ontario and that is organized for the advancement of and for the conduct of worship, services or rites of the Buddhist, Christian, Hindu, Islamic, Jewish, Baha'i, Longhouse Indian, Sikh, Unitarian or Zoroastrian faith, or a subdivision or denomination thereof; ("organisation religieuse")

Based on a review of a sample of municipal grant application policies, it is common practise that religious organizations are not eligible for funding (ie. Town of Caledon, Town of Oakville, Town of Halton Hills, etc.).

The financial impact of providing fee reductions and/or grant allocations to all religious organizations for religious activities is not quantifiable at this time but could have significant financial implications.

Note B: An option for Council's consideration is to utilize a portion of the Puslinch Lake Conservation Association's request for funding of \$20K to fund the Puslinch Lake Pedestrian Access and Signage project that is currently budgeted at an amount of \$10K in the proposed 2023 Capital Budget funded by the Cash in Lieu of Parkland Restricted Reserve. This would then permit the opportunity for the ratepayers of the Township to receive benefit from the public investments made to date. Based on a review of the Township's financial system from 2009 to

2022, the Township has paid a total of \$347K in grant funding to this organization. There may have also been grants provided in 2008 and previous years.

Note C: Clause 3.0 of the Grant Application Policy indicates that “attendance at conferences, workshops or seminars” and “personnel costs” are not eligible for funding. This amounts to \$538 of costs associated with “Coaches Education” in the grant application submission. Should Council approve the grant funding request of \$2,115 for the netting and corner flags, the Director of Public Works, Parks and Facilities will work with the Puslinch Minor Soccer Club on a preferred storage plan for this equipment.

Note D: The Township issued grant funds of \$1,000 in 2021 for the annual fundraiser dance which did not take place in 2021 or 2022 due to COVID-19. This organization has confirmed that the funds provided by the Township in 2021 will be used in 2023 for a family event to take place in 2023.

Financial Implications

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 \$4,663,388 approved in the 2022 budget, this would amount to \$23,317 in grant funds to be provided in 2023 (2022 amount was \$22,029).

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A - Aberfoyle Agricultural Society

Schedule B - Aberfoyle Farmers' Market

Schedule C – Ellis Pioneer Chapel

Schedule D - Friends of Mill Creek – Grand River

Schedule E - Puslinch Lake Conservation Association

Schedule F - Puslinch Minor Soccer Club

Schedule G - Puslinch Safe Communities

Schedule H - Scientists in School

Schedule I - Whistle Stop Cooperative Preschool

Schedule J - Township's Grant Application Policy adopted by Council on October 18, 2017

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Reviewed by:

Glenn, Schwendinger
Chief Administrative Officer

Grant Application Form

Please review the [Grant Application Policy <https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Policy.pdf>](https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Policy.pdf) prior to submission.
[Download the printable PDF form <https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Form.pdf>](https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Form.pdf).

Applicant Information

Organization Name *

Aberfoyle Agricultural Society

Contact Name and Position *

Donald McKay, Past President

Organization Mailing Address *

[REDACTED]

Address Line 1

Address Line 2

[REDACTED]

City

[REDACTED]

Postal Code

Ontario

Province

Website

<http://google.com> Aberfoyle Agricultural Society

Please enter a valid URL.

Telephone Number *

[REDACTED]

With extension (if applicable)

Email Address *

[REDACTED]

Questionnaire

Grant Amount Applied For *

\$3000.00

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

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.

433 of 1000 max characters.

RECEIVED

AUG 29 2022

Township of Puslinch

Grant Application Form - Township of Puslinch

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. *

In 2020 due to Covid-19 the 180th fall fair was cancelled. For 2021 due to some Covid-19 restrictions the Fair Board has decided to hold an Agricultural Day on the Puslinch Community Centre grounds on the afternoon of Saturday September 11th. For 2022 we will hold a full two day fair. Over two days September 9 and 10, 2022 the Aberfoyle Agricultural Society for its 180th 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.

534 of 1000 max characters.

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.

415 of 1000 max characters.

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

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 182 years

331 of 1000 max characters.

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 *

Ag Soc Budget etc 2022.pdf **ATTACHED**

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

Please provide a copy of the most current financial statements *

Ag Soc Budget etc 2022.pdf **ATTACHED**

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)

No file chosen

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

No file chosen

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

No file chosen

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

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

No file chosen

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)

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.

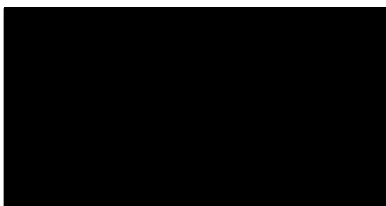
Dated This Day *

Aug 29, 2022

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

Don McKay, Past President

Signature of Applicant on behalf of Organization *



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

As Above

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.

Submit

Documents on this Page

Grant Application Form (PDF)



[Download \(224.8 KB\)](#)

[<https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Form.pdf>](https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Form.pdf)



Grant Application Policy (PDF)

[Download \(56.4 KB\)](#)

[<https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Policy.pdf>](https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Policy.pdf)

**Aberfoyle Agricultural Society
Budget
January through December 2022**

	<u>Jan - Dec 22</u>
Ordinary Income/Expense	
Income	
Donations	
Donations - 4-H Activities	\$ 1,100.00
Donations - General	\$ 3,500.00
Donations - Junior Garden Club	\$ 400.00
Donations - Other	\$ 3,000.00
Total Donations	<u>\$ 8,000.00</u>
Fair Revenue	
Fair - ATV	\$ 1,400.00
Fair - Dances	\$ 200.00
Fair Entry Fees	\$ 700.00
Fair Gate Admissions	\$ 9,000.00
Fair Other Revenue	\$ 400.00
Food Vendors	\$ 100.00
Pony Club	\$ 1,200.00
Tractor Pull	\$ 700.00
Vendor Tent	\$ 550.00
Wrist Bands	\$ 3,500.00
Fair Revenue - Other	\$ -
Total Fair Revenue	<u>\$ 17,750.00</u>
Fundraising Activities	
Chicken BBQ - Revenue	
Chicken BBQ-Donations	\$ 1,000.00
Chicken BBQ Expenses	\$ (3,500.00)
Chicken BBQ - Revenue - Other	\$ 8,000.00
Total Chicken BBQ - Revenue	<u>\$ 5,500.00</u>
Total Fundraising Activities	<u>\$ 5,500.00</u>
Government & Municipal Grants	
Govt & Municipal Grants-Guelph	\$ 100.00
Govt & Municipal Grants-Omafra	\$ 3,000.00
Govt & Municipal Grants-Puslin	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 500.00
Grand River Grant	\$ 1,000.00
Total Government & Municipal Grants	<u>\$ 7,600.00</u>
Paid Memberships	\$ 600.00
Sponsorships	
Corporate Donations/Sponsorship	\$ 5,750.00
Total Sponsorships	<u>\$ 5,750.00</u>
Total Income	<u>\$ 45,200.00</u>
Gross Profit	<u>\$ 45,200.00</u>

Aberfoyle Agricultural Society Budget

January through December 2022

Jan - Dec 22

Expense	
Amortization Expense	\$ 500.00
Bank Service Charges	\$ 450.00
Dues/Conventions	\$ 220.00
Fall Fair Expenses	
4H	\$ 1,900.00
Advertising	\$ 250.00
ATV Pull	\$ 1,062.50
Entertainment	\$ 5,000.00
Fair Supplies/Repairs	\$ 700.00
Insurance - Fair	\$ 2,350.00
Judges Fees	\$ 1,050.00
P.A. Systems	\$ 152.00
Permits	\$ 15.00
Pony Club Horse Show Expenses	\$ 1,000.00
Printing	\$ 2,000.00
Prize Money	
Games	\$ 350.00
Prize Money - Other	\$ 8,000.00
Total Prize Money	\$ 8,350.00
Ribbons/Awards	\$ 1,000.00
Sanitation	\$ 480.00
Security	\$ 315.00
Tent Rentals	\$ 5,000.00
Tractor Pull Expenses	\$ 1,250.00
Total Fall Fair Expenses	\$ 31,874.50
HST Expense	\$ 1,000.00
Jr. Garden Club	\$ 1,000.00
Postage/Delivery	\$ 30.00
Supplies	
Office	\$ 800.00
Total Supplies	\$ 800.00
Wages/Honorarium	\$ 3,500.00
Total Expense	\$ 39,374.50
Net Ordinary Income	\$ 5,825.50
Net Income	\$ 5,825.50

Aberfoyle Agricultural Society
Balance Sheet
 As of July 31, 2022
Jul 31, 22

ASSETS**Current Assets****Chequing/Savings**

Bill Crow Award	\$ 3 000.00
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TDCanada Trust - 25002-0308002	\$ 21,897.79
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Total Chequing/Savings	<u>\$ 24,897.79</u>
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Other Current Assets

Change Fund/Floats	\$ 196.55
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Fair/Office Supplies	\$ 1,610.00
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HST Receivable	\$ 2,135.75
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Total Other Current Assets	<u>\$ 3,942.30</u>
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Total Current Assets	\$ 28,840.09
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Fixed Assets**Homecraft/Juniors/Hall Equipmen**

Accum Dep'n-Homecraft/Juniors/H	\$ (2,182.85)
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Homecraft/Juniors/Hall Equipmen - Other	\$ 2,480.57
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Total Homecraft/Juniors/Hall Equipmen	<u>\$ 297.72</u>
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Mobile/Horse Equipment

Accum Dep'n-Mobile/Horse Equipm	\$ (2,222.85)
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Mobile/Horse Equipment - Other	\$ 4 300.45
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Total Mobile/Horse Equipment	<u>\$ 2 077.60</u>
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Total Fixed Assets	<u>\$ 2,375.32</u>
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TOTAL ASSETS	<u><u>\$ 31,215.41</u></u>
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LIABILITIES & EQUITY**Equity**

Opening Bal Equity	\$ 141.50
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Retained Earnings	\$ 29,614.15
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Net Income	\$ 1,459.76
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Total Equity	<u>\$ 31,215.41</u>
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TOTAL LIABILITIES & EQUITY	<u><u>\$ 31,215.41</u></u>
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Aberfoyle Agricultural Society
Profit & Loss
 January through July 2022

	<u>Jan - Jul 22</u>
Ordinary Income/Expense	
Income	
Donations	
Donations - 4-H Activities	\$ 100.00
Donations - General	\$ 136.00
Donations - Junior Garden Club	\$ 1,100.00
Total Donations	<u>\$ 1,336.00</u>
Fair Revenue	
Fair - ATV	\$ 1,110.00
Total Fair Revenue	<u>\$ 1,110.00</u>
Fundraising Activities	
Chicken BBQ - Revenue	
Chicken BBQ Expenses	\$ (4,139.39)
Chicken BBQ - Revenue - Other	\$ 6,630.00
Total Chicken BBQ - Revenue	<u>\$ 2,490.61</u>
Total Fundraising Activities	<u>\$ 2,490.61</u>
Government & Municipal Grants	
Govt & Municipal Grants-Omafra	\$ 1,459.81
Govt & Municipal Grants-Puslinc	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 1,000.00
Grand River Grant	\$ 2,000.00
Total Government & Municipal Grants	<u>\$ 7,459.81</u>
Paid Memberships	<u>\$ 10.00</u>
Total Income	<u>\$ 12,406.42</u>
Gross Profit	<u>\$ 12,406.42</u>
Expense	
Bank Service Charges	\$ 51.11
Fall Fair Expenses	
Entertainment	\$ 4,305.52
Fair Supplies/Repairs	\$ 581.83
Prize Money	
Games	\$ 72.00
Prize Money - Other	\$ (360.60)
Total Prize Money	<u>\$ (288.60)</u>
Publishing	\$ 1,915.00
Tent Rentals	\$ 1,976.54
Total Fall Fair Expenses	<u>\$ 8,490.29</u>
HST Expense	\$ 842.34
Jr. Garden Club	\$ 592.92
Meetings - Rental Hall Expenses	\$ 370.00
Office Supplies	\$ 560.00
Supplies	\$ 40.00
Total Expense	<u>\$ 10,946.66</u>
Net Ordinary Income	<u>\$ 1,459.76</u>
Net Income	<u><u>\$ 1,459.76</u></u>

Mary Hasan

From: Township of Puslinch <services@puslinch.ca>
Sent: Tuesday, August 30, 2022 11:43 PM
To: Services <services@puslinch.ca>
Subject: New Entry: Township of Puslinch Grant Application Form

Organization Name

Aberfoyle Farmers' Market Association Inc.

Contact Name and Position

Jayne Mast, President & Treasurer

Organization Mailing Address

[REDACTED]

Website

<http://www.afma.ca>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$3,000

Organization's goals and objectives related to the grant request

As always, our ultimate goal continues to be to maintain a sustainable community space for all to share, while supporting local businesses.

With grant funding received for the 2022 season, the market committee was able to make the necessary changes to our advertising budget, and in turn saw an improvement in commitment from vendors as well as engagement from customers & surrounding community to date. Farm vendor count has increased to a point where we are longer concerned about turning away food vendors to maintain our exempted market status with Public Health). Visitor foot traffic has at least doubled over 2021, bringing us back to pre-covid stats.

In 2022, we would like to further support our vendors while contributing to a more sustainable & perhaps even circular food economy by introducing a locally curated meal kit series to promote vendors and the market as a whole, demonstrate the wide range of products available, and introduce customers to new products.

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 AFM would like to run a meal kit series for the 2023 season, with 3 boxes over 3 months (July, August, September), ideally selling 100 boxes each round. We had a positive response to meal kits introduced during the 2022 season, and would like to move forward with a more structured program to supplement vendor sales while at the same time making access to fresh, local produce easier & more affordable.

We will volunteer our time to plan & coordinate (sourcing inputs, promoting, packing, distribution, etc.), with no markup on the final price of each box, which would only factor in the cost of inputs less a ~10% discount the market would absorb, if granted these funds, to incentivize meal kit purchases.

Breakdown of grant funding:

\$200 to cover the incremental fees for e-commerce platform, \$450 in payment processing fees, \$150 packaging, \$1300 savings incentive,

\$900 advertising. Observations from 2022 trials indicate interest from the community and viability of sales.

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.

This initiative will funnel additional sales to several small business vendors at one time, which in turn will have many positive effects on/within the community. Besides the obvious local economic benefits of keeping consumer spending within the community, anticipated income would encourage stronger commitment from vendors to maintain regular attendance, leading to a fuller market each week, and positioning the market to fulfill more of the community's needs for farm fresh foods.

By incorporating in-season produce, there is an opportunity to reduce spoilage of abundant food products. By passing along volume discounts to the customer, in addition to incentivizing the meal kits with a 10%+ price discount, we could put fresh, local food into the hands (onto the tables) of more customers at a more affordable rate. This allows new customers to try local products and experience the difference in locally grown/produced items for themselves (i.e. quality, freshness, connection to grower).

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

If the market is unsuccessful in securing grant funding for this initiative, we would need to step back and re-evaluate the benefits of offering such a program without delivering any added monetary value to the customer. If we aren't able to purchase inputs at retail price and absorb the cost of the discount, there will be no incentive to purchase a box. With input costs rising in all industries and margins narrowing across the board, it has been a challenge to secure any sort of wholesale pricing from our vendors. Similarly, it is a challenge for the vendors to offer any sort of discounted pricing when we don't know what our order quantity will be. We need to consider all input costs as accurately as possible to price the dinner box

accordingly, such that the market does not profit nor take a bigger hit than budgeted. In all reality, we would likely scale back the program to just one box and divert budget from another area, like special events, to cover the costs for one round of boxes.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

☐ [2022-AFMA-Proposed-Budget.pdf](#)

Please provide a copy of the most current financial statements

☐ [AFMA-Current-Year-Financial-Statements-as-of-Aug-30-2022.pdf](#)

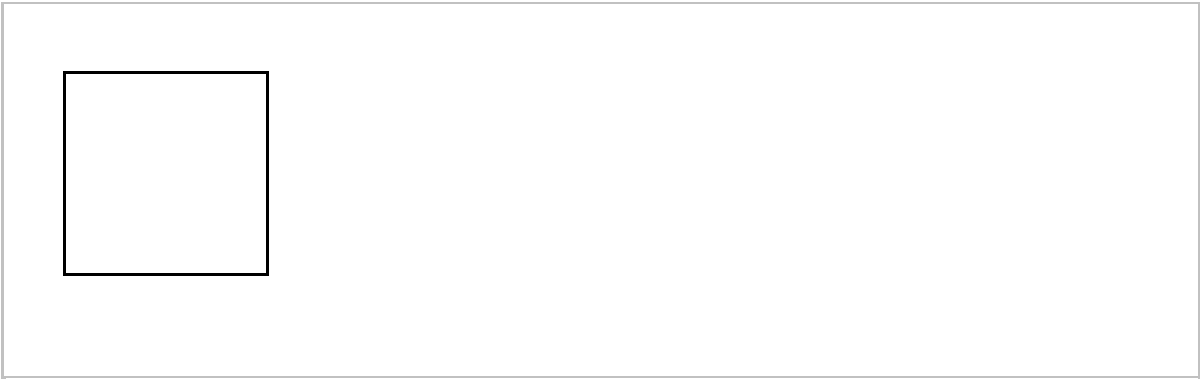
Dated This Day

08/30/2022

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

Jayme Mast, President & Treasurer

Signature of Applicant on behalf of Organization



Sent from [Township of Puslinch](#)

Aberfoyle Farmers' Market
2022 Proposed Budget

	2021 Actuals	2022 Proposed	
INCOME			
4000 Revenue			
4010 Stall Rentals	11,704.98	16,000.00	Factors in stall fee increases based on '21 vendor mix
4090 Vendor Registration FEes	2,184.02	2,200.00	
4200 ATM Fees	852.50	850.00	
Total 4000 Revenue	14,741.50	19,050.00	
4030 Donations & Contribution	568.91	300.00	
4110 Grants	5,000.00	5,000.00	Township \$3000 + County \$2000
4150 Miscellaneous Income	3,463.00	3,500.00	Offset with Program Expense below (Market Box program with Taste Real)
Discounts Given	(593.40)		
Total Income	23,180.01	27,850.00	
GROSS PROFIT	23,180.01	27,850.00	
EXPENSES			
5005 Bank fees	6.25	10.00	
6000 Advertising			
6010 Coupons	244.02	2,500.00	Includes Pioneer Coupons (\$5/each), Gift Cards for any Social Media contests (\$50 x 10 winners)
6021 Facebook Ads	1,558.36	4,500.00	Leveraging more paid ad campaigns
6040 Website	408.75	500.00	Tentative pending website changes
6045 Pioneer	2,520.00	200.00	Back Page ad only
Total 6000 Advertising	4,731.13	7,700.00	
6100 Amortization Expense	128.80	0.00	
6195 Contract Labour	10,170.00	10,000.00	
6200 Gifts	251.90	150.00	Placeholder
6426 Membership Fees	300.00	300.00	FMO
6570 ATM Operating Expenses	404.70	250.00	Reduced YoY as we shouldn't need a service call at beginning of year
6670 Program Expense	3,263.75	4,250.00	Offset with Misc Income above (Market Box program with Taste Real) \$3500 + activities on event days
6770 Supplies	106.12	150.00	Placeholder - we managed to get by with a lot of donations last year
6800 Rent	1,844.38	3,000.00	As per agreement with township; large YoY increase is due to prepayment of '21 rent in '20
6950 Dues & Subscriptions			
6951 Quickbooks Online Subscription Fees	375.00	375.00	Assumes no increase YoY
6952 MarketWurks Subscription Fees	1,300.00	1,300.00	No increase; there was a 30% increase in 2021
NEW Canva Pro Subscription Fees		150.00	Professional images & editing tool for Social Media posts
Total 6950 Dues & Subscriptions	1,675.00	1,825.00	
Insurance	975.00	975.00	Assumes no increase YoY
Total Expenses	23,857.03	28,610.00	
PROFIT	(677.02)	(760.00)	

Aberfoyle Farmers' Market

Profit and Loss

January 1 - August 30, 2022

	TOTAL
INCOME	
4000 Revenue	
4010 Stall rentals	22,469.85
4090 Vendor registration fees	2,200.00
4200 ATM fees	632.50
Total 4000 Revenue	25,302.35
4030 Donations & Contributions	50.00
4110 Grants	5,000.00
4170 Program Fees Collected	
4172 Food Day Canada Dinner Box Sales	1,500.00
4173 "Authentically Aberfoyle" Dinner Box Sales	504.00
Total 4170 Program Fees Collected	2,004.00
Discounts given	-1,799.34
Total Income	\$30,557.01
COST OF GOODS SOLD	
Merchant Fees	13.38
Total Cost of Goods Sold	\$13.38
GROSS PROFIT	\$30,543.63
EXPENSES	
6000 Advertizing	
6010 Coupons	341.96
6014 Prizes/Giveaways	113.00
6021 Facebook ads	4,649.83
6030 Postcards	91.98
6040 Website	641.78
6045 Pioneer	240.00
6052 Wellington County Tourism Sign Expense	37.50
6056 Photography	400.00
6060 Other advertising	73.62
Total 6000 Advertizing	6,589.67
6195 Contract Labour	6,955.00
6426 Membership Fees	350.00
6570 ATM operating expenses	104.85

Aberfoyle Farmers' Market

Profit and Loss

January 1 - August 30, 2022

	TOTAL
6670 Program Expense	700.00
6672 Soccer Snack	550.00
6673 Cost of Dinner Box Inputs	1,589.49
Total 6670 Program Expense	2,839.49
6770 Supplies	1,156.84
6800 Rent	3,010.12
6950 Dues and Subscriptions	299.99
Insurance	1,050.00
Total Expenses	\$22,355.96
OTHER EXPENSES	\$77.80
PROFIT	\$8,109.87

Note

Please note the following 2022 expenses that are not yet reflected in this year-to-date profit & loss statement:

Four months amortization of Wellington County Tourism Sign (\$18.75 per month)

Annual Quickbooks subscription (minimum \$375, but expected to increase)

Annual MarketWerks subscription (market management software) - anticipated to be at least \$1300 but potentially more given new feature released (cost increased by 30% for the 2022 season)

Additional advertising fees (primarily social media, contests/giveaways and special event signage) for Sep & Oct (ballpark estimation is \$2500 which will leverage unused coupon budget)

Management fees for Sep & Oct (estimated at \$1000-1500 per month, followed by minimal charges thereafter for the year)

Sep 3 dinner box costs absorbed to increase promotional value for the market (\$200-300)

Taste Real Market Box costs absorbed to increase promotional value for the market (\$200-300)

Aberfoyle Farmers' Market

Schedule B to Report FIN-2022-037

Balance Sheet As of August 30, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	\$24,298.57
Accounts Receivable (A/R)	\$955.49
1230 Prepaid Expenses	525.00
Total Current Assets	\$25,779.06
Non-current Assets	
Property, plant and equipment	\$0.00
Total Non Current Assets	\$0.00
Total Assets	\$25,779.06
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$5,989.32
2200 GST Payable	1,585.15
2300 Outstanding Market Vouchers Liability	85.00
Total Current Liabilities	\$7,659.47
Total Liabilities	\$7,659.47
Equity	
Retained Earnings	10,009.72
Profit for the year	8,109.87
Total Equity	\$18,119.59
Total Liabilities and Equity	\$25,779.06

August 21, 2022

RECEIVED

AUG 22 2022

Township of Puslinch

The Corporation of the Township of Puslinch

7404 Wellington Road 34

Puslinch ON N0B 2J0

Attention: Grant Application Program

Re: Township of Puslinch Grant Application

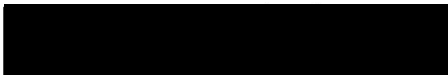
Dear Finance Department,

Please find enclosed a Grant Application form and attachments on behalf of Ellis Pioneer Chapel.

We thank the Township of Puslinch for the opportunity to apply and look forward to a favourable response.

Should you have any questions or concerns, please do not hesitate to contact me.

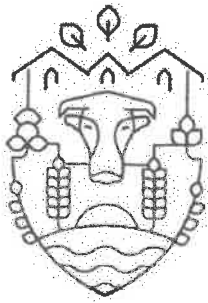
Sincerely,



Brenda Law, Chair

Ellis Pioneer Chapel





TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch

Grant Application Form

Please review the Grant Application Policy prior to submission

Applicant information

Organization name *

Ellis Pioneer Chapel

Contact name and position *

Brenda Law, Chair

Organization mailing address *

[REDACTED]

Website

www.ellischapel.ca

Telephone Number *

[REDACTED]

Ext.

Email Address *

[REDACTED]

Questionnaire

Grant amount applied for *

\$500

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

Ellis Chapel is a historic stone chapel located on Ellis Road in Puslinch Township. It has been recognized as a historic site and is listed in the Township's Heritage Register. A provincially significant historic building, maintained by volunteers and supported by free will donations, for many years church services and a non-denominational Sunday School were held here. The chapel is a registered charity. The simple fieldstone church remains virtually unchanged since it was built in 1861 by the pioneers who settled Puslinch Township. It is our mission to preserve Ellis Chapel, the building and grounds, so that present and future generations can appreciate it as a monument to the pioneers who built it.

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 the years, many concerts, services and wedding ceremonies have been held in the chapel. After two years of inactivity due to the covid pandemic, we are pleased to announce the reopening of this beautifully restored pioneer chapel cared for by a group of committed and loyal volunteers. Summer weddings, an anniversary service and a blue grass concert all mark the reopening of the chapel.

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. *

This beautifully restored chapel is a true gem in the local community. It provides a small, intimate and simple venue for weddings, christenings and baptisms, services and special events in the Puslinch and surrounding community. The Township's funding support would aid in the preservation of the chapel and its grounds so that the community can appreciate it. The chapel received a setback earlier in the summer when our lawn mower/tractor was stolen from our shed located on the grounds of the chapel. We were able to recover costs from insurance, less the deductible, however this is a significant cost for an organization which operates on free will donations and minimal revenue from weddings and special events. With the loss of revenue and donations due to the pandemic, it will take time to recover fully.

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

Standing strong for 161 years. Ellis Chapel will continue to thrive again in Puslinch Township and in the months ahead thanks to a dedicated group of committed and loyal volunteers who lovingly care for this true gem in our community.

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 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 21, 2022

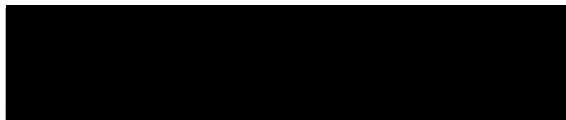
Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Brenda Law, Chair

Schedule C to Report FIN-2022-037

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.

Thank You

Ellis Community Pioneer Chapel
Profit & Loss

Schedule C to Report FIN-2022-037

Cash Basis

January through December 2021

	<u>Jan - Dec 21</u>
Income	
Donations Income	
General Fund	<u>3,052.00</u>
Total Donations Income	3,052.00
Investment Interest	396.10
Memorial Donations	80.00
Miscellaneous Income	550.00
Wedding Income	<u>600.00</u>
Total Income	<u>4,678.10</u>
Gross Profit	4,678.10
Expense	
Bank Service Charges	339.50
Building	
Shed maintenance	<u>142.32</u>
Total Building	142.32
Gardens	
Gardening Equipment	2,710.88
Gardens - Other	<u>45.20</u>
Total Gardens	2,756.08
Hydro	518.35
Insurance	1,635.12
Lawnmower Maintenance	100.57
Other Expenses	49.27
Postage and Delivery	103.96
Supplies	
Office	<u>19.00</u>
Total Supplies	19.00
Weddings	<u>1,100.00</u>
Total Expense	<u>6,764.17</u>
Net Income	<u><u>-2,086.07</u></u>

Ellis

Financial Report

MARCH 31, 2022

Schedule C to Report FIN-2022-037

Cash on Hand December 31, 2021

\$ 3 941.67

From Jan. 1, 2022 to March 31, 2022

Income:

\$ 150.00

Expenses:

\$ (385.76)

Cash on hand March 31, 2022

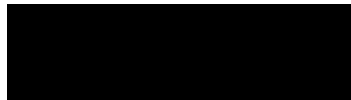
\$ 3 705.91

Investments

\$ 8 000.00 Maturity date Oct.7/2024 Interest compounded at .4% - .75% for 3 years. This GIC is cashable on the anniversary date each year.

\$12 437.16 Maturity date July 18, 2022. Interest compounded at .75% - 2.1% - for 3 years. This GIC is cashable only on the anniversary date each year.

Respectfully submitted



Sheila Fletcher

Treasurer

Ellis Pioneer Chapel

Note: + wedding deposit Apr. 3/22 \$100 ←



TOWNSHIP OF
PUSLINCH
est. 1850

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

Organization mailing address *

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

Website

friendsofmillcreek.org

Telephone Number *

Ext.

Email Address *

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 maintain and enhance 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 2023.

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 an environmental stewardship work team typically comprised of four local grade 11 and 12 students and a crew leader. In-stream projects completed over a period of 8 weeks during July and August under the direction of the FOMC technical committee and the GRCA. As part of the work plan, restoration was completed in and around the creek near the Puslinch Community Center in the Aberfoyle Creek tributary. To name only a few, past projects in the township include work at the Bond Tract and at the Lake, MacKinnon and Wozniak properties.

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 support local youth and inspire them 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 Millcreek, 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 18 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) *

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)

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Terms and Conditions:

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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 29, 2022

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

Don McKay, President

Signature of Applicant on behalf of Organization *

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

Ron Van Ooteghem, Treasurer

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

MILL CREEK RANGERS PROGRAM FUND**Statement of Operations**

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

	2018 Actual	2019 Actual	2022 Budget
	\$	\$	\$
Revenue			
Grants (Gov't)			
City of Cambridge	1,200.00	1,000.00	1,500.00
Township of Puslinch	1,250.00	1,250.00	3,000.00
Wellington County	500.00	500.00	1,000.00
Dept. of Fisheries and Oceans (Fed.)	12,232.24	9,613.00	0.00
Donations	18,553.50	17,700.00	20,000.00
Total revenue	33,735.74	30,063.00	25,500.00
Expenditures			
Salaries & benefits - Crew Leader/ Rangers	23,776.22	24,770.54	25,500.00
H & S Equipment	407.80	350.88	500.00
Equipment & materials - Ranger Crew	1,375.72	1,413.20	1,500.00
Vehicle rental - Crew Leader/ Rangers	3,089.90	0.00	3,500.00
Donor plaques	0.00	252.77	250.00
Website Maintenance & Account Fees	0.00	4.95	300.00
Liability Insurance	1,244.16	1,242.00	1,000.00
GRC Foundation Admin Fees (+ Interest)	0.00	500.00	500.00
Puslinch Community Center Room Rental	121.16	133.03	150.00
Ranger Crew Appreciation Event	0.00	143.48	150.00
Total expenditures	30,014.96	28,810.85	33,350.00
Net income (loss) from operations	3,720.78	1,252.15	-7,850.00

Note:

There was no FOMC Ranger crew activity in 2020 and 2021 due to Covid-19
 FOMC Ranger crew activity resumed in 2022

MILL CREEK RANGERS PROGRAM FUND

Statement of Financial Position

For the twelve months ending 31 December 2021 with comparative figures for full year 2018, 2019 and 2021

	2018 Actual	2019 Actual	2020 Actual	2021 Actual
	\$	\$	\$	\$
Assets				
Restricted funds held in Trust	50,052.83	51,304.98	63,331.42	66,922.81
Total assets	50,052.83	51,304.98	63,331.42	66,922.81
Liabilities & reserve balances				
Mill Creek Ranger reserve fund	46,332.05	50,052.83	51,304.98	63,331.42
Accumulated net revenue	3,720.78	1,252.15	12,026.44	3,591.39
Total liabilities & reserve balances	50,052.83	51,304.98	63,331.42	66,922.81

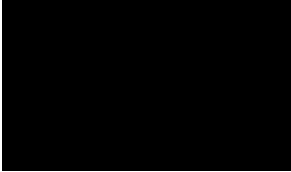
From: Township of Puslinch <services@puslinch.ca>
Sent: Monday, August 29, 2022 3:29 PM
To: Services <services@puslinch.ca>
Subject: New Entry: Township of Puslinch Grant Application Form

Organization Name

Puslinch Lake Conservation Association

Contact Name and Position

Brian Riehl President

Organization Mailing Address

Website

<http://myPLCA.com>

Telephone Number

Email Address

Grant Amount Applied For

\$20,000.00

Organization's goals and objectives related to the grant request

The PLCA's goal continues to be the restoration of Puslinch Lake to prevent it from becoming overgrown with weeds, filling up with sediment and plant life making it unusable for recreational use, fish habitat, water fowl migration and breeding ground. This involves dredging and herbicide use. The significant success removing hundreds of thousands of tons of silt from the lake has exceeded our ability to dispose of this nutrient rich material. We have had some local farmers trialing this material with great yield improvements. However the cost of trucking is more than they can justify so the PLCA has budgeted \$20,000 this fall to pay 50% of the trucking costs to allow township farmers access to this fertilizing alternative. This grant money would allow us to help fund this project and provide necessary room for additional dredging.

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.

Partially subsidize local farmers trucking costs associated with trucking nutrient rich lake material from temporary holding pit to their farms.

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.

Supports local farmers with fertilizer alternatives. Improves lake quality for those visiting the lake through various modes like attending PLCA fundraising functions, enjoying views from Old Marina restaurant, enjoying skiing through ski school, use of slips and transient sites at McClintock's park, Breaststrokes team, and lots of walk ons during winter when lake is iced over.

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

The risk will be an end to dredging if sufficient space to place the dredged material isn't maintained. The PLAMP study paid for by the township would not be completed as laid out.

Choose one category of funds requested

Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget

☐ [PLCA-Books-2022-06.pdf](#)

Please provide a copy of the most current financial statements

☐ [PLCA-Books-2022-06.pdf](#)

Dated This Day

08/29/2022

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

Brian Riehl President

Signature of Applicant on behalf of Organization



Puslinch Lake Conservation Association

Year to date Financial Report - June 30, 2022

Schedule E to Report FIN-2012-037

Income:

Donations	\$ 9,001.35
Donations Private Dredging	\$ 2,750.00
Donations in kind	\$ -
Home Tour	\$ -
Hoe-Down	\$ -
St. Patrick's Day	\$ -
Raffle Draw	\$ 12,500.00
Grants	\$ 4,283.00
Boat Tours	\$ 1,449.33
Memberships	\$ 600.00
Newsletter	\$ 1,298.74
OMR Box	\$ -
OMR Trains	\$ -
Misc.	\$ -
	<u>\$ 31,882.42</u>

Expenses:

Bank Charges	\$ 24.00
Dredging	\$ -
Dredging - Private	\$ -
Event - Home Tour	\$ -
Event - Hoe Down	\$ -
Event - St. Pat's party	\$ -
Event - Tuck shop	\$ -
Event - 50/50	\$ -
HST non-reimb.	\$ -
Insurance	\$ 2,037.96
Newsletter	\$ 379.44
Trucking/Pit	\$ -
Visa fees	\$ -
Misc.	\$ 500.00
	<u>\$ 2,941.40</u>
Surplus	<u>\$ 28,941.02</u>

Assets:

Royal Bank	\$ 124,405.11
Royal Bank - GIC	\$ -
Cash clearing	\$ -
A/R	\$ -
GRCA Deposit	\$ -
Prepaid expenses	\$ 489.00
Equipment	\$ -
Acc.Dep. - Equip.	\$ -
	<u>\$ 124,894.11</u>

Liabilities

A/P	\$ -
Accruals	\$ -
HST Collected	\$ 357.26
HST Paid	\$ (114.33)
	<u>\$ 242.93</u>

Surplus

Surplus start of year	\$ 95,710.16
YTD Income/(Loss)	\$ 28,941.02
	<u>\$ 124,651.18</u>
	<u>\$ 124,894.11</u>

Private dredging summary:

Funds taken in	\$ 2,750.00
Funds spent	\$ -
HST on funds spent	\$ -
Net cash	\$ 2,750.00
HST recovery	\$ -
Net funds generated	<u>\$ 2,750.00</u>



TOWNSHIP OF
PUSLINCH
EST. 1850

Schedule F to Report FIN-2022-037

Township of Puslinch

Grant Application Form

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

Applicant information

Organization name *

Contact name and position *

Organization mailing address *

Website

Telephone Number *

Ext.

Email Address *

Questionnaire

Grant amount applied for *

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

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. *

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. *

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

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:

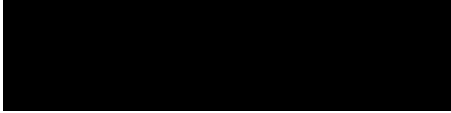
The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. 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: *

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

Signature of Applicant on behalf of Organization *



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

Puslinch Minor Soccer Club FY 2022 Budget

	FY 2022 Budget	FY 2021 Actual
INCOME		
Other Income		
Other Misc Income	0.00	466.25
Bank Interest	30.00	27.92
BBQ	2,000.00	
Promotional Items	500.00	
Total Other Income	\$2,530.00	\$494.17
Primary Income		
Financial Aid Programs (Children's Foundation/Jumpstart/Kid's Can Play)	250.00	
Futsal/Skills Clinics	3,000.00	4,550.00
Indoor Fee Collected (AP REP)	1,200.00	0.00
Registration Fees - District	93,500.00	78,505.33
Registration Fees - ESL (Mini)	17,150.00	5,971.50
Registration Fees - ESL (Youth)	15,600.00	15,056.11
Registration Fees - Timbits (U6)	10,250.00	9,132.35
Registration Fees - Timbits (U8)	15,000.00	15,990.73
Sponsorship Fees	8,500.00	5,018.00
Total Primary Income	\$164,450.00	\$134,224.02
Total Income	\$166,980.00	\$134,718.19
GROSS PROFIT	\$166,980.00	\$134,718.19
EXPENSES		
Advertising/Promotional		
Advertising	500.00	
Banners	200.00	40.00
BBQ	1,500.00	
Promotional Items	500.00	1,557.08
Volunteer Appreciation/Dinner	4,000.00	4,019.78
Total Advertising/Promotional	\$6,700.00	\$5,616.86
Awards & Trophies		
Trophies	750.00	371.63
Total Awards & Trophies	\$750.00	\$371.63
Dues and Fees		
E2E Ref Centre	200.00	164.98
Soccer coaching website	300.00	
ESL Fee	2,500.00	2,500.00
SportsEngine Website	4,500.00	2,330.33
SWRSA Annual Membership	70.00	70.00
SWRSA Cup Fee	350.00	
SWRSA Registration Total		12,258.94
SWRSA Fee - Comp (Youth)	4,350.00	
SWRSA Fee - Mini U10 (District)		
SWRSA Fee - Mini U10 (ESL)	635.00	
SWRSA Fee - Mini U10 (Timbits)	3,000.00	
SWRSA Fee - Mini U12 (District)	990.00	
SWRSA Fee - Mini U12 (ESL)	915.00	
SWRSA Fee - Rec (Youth)	1,500.00	
SWRSA ID Cards	500.00	

SWRSA REP Team Registration	3,000.00	
SWRSA Team Fines	0.00	250.00
SWRSA Travel Permits/Applications	210.00	
WYOSL	600.00	600.00
Total Dues and Fees	\$23,620.00	\$18,174.25
Equipment		
Benches	0.00	
Flags	500.00	
Goals/Nets	2,500.00	2,002.36
Balls	1,000.00	867.30
Training Equipment	0.00	450.75
PPE	250.00	
Total Equipment	\$4,250.00	\$3,320.41
Field Maintenance		
Arkell Field Maintenance	11,000.00	7,448.28
Field Setup		
Line Paint		
Line Painting	8,200.00	8,170.12
Total Field Maintenance	\$19,200.00	\$15,618.40
Field and Facility Rent Fees		
Township Field Rental	3,500.00	23,477.08
RDAPC Rental	20,500.00	19,716.57
UGDSB	0.00	
UoG Rental	13,600.00	5,779.95
Total Indoor Facility Fees	\$37,600.00	\$48,973.60
Insurance		
Directors Insurance	1,000.00	966.60
Total Insurance	\$1,000.00	\$966.60
Legal and professional fees		
Accountant	2,800.00	2,785.45
Total Legal and professional fees	\$2,800.00	\$2,785.45
Office & General		284.64
Accounting Software Fees	550.00	536.74
Administrator Expense	22,000.00	24,030.00
Mileage	150.00	
My BackCheck	500.00	395.50
Other Office Expense	0.00	41.02
PO Box Rental	200.00	195.49
Volunteer Refunds		
Total Office & General	\$23,400.00	\$25,483.39
Other Expenses		
Photography	4,500.00	2,057.59
Other Miscellaneous Expense	250.00	
Total Other Expenses	\$4,750.00	\$2,057.59
Other Training Expenses		
Head coach allowance	2,500.00	
Technical Director - ESL Training	0.00	
Technical Director - GK Training	0.00	
Technical Director - Indoor Skills	0.00	
Technical Director - Other Training		
Technical Director - REP Training	0.00	
Technical Director - Timbits Training	0.00	
Total Other Training Expenses	\$2,500.00	\$3,104.68

Referee Fees & Coaches Clinics		
Coaches Clinics	1,000.00	957.80
Entry Level Referee Clinics	500.00	0.00
Referee Fees	11,000.00	5,740.00
Total Referee Fees & Coaches Clinics	\$12,500.00	\$6,697.80
Uniforms		
Coaches Clothing	1,600.00	1,693.87
Other Misc Clothing	0.00	0.00
Uniforms - ESL Kits	9,600.00	9,525.01
Uniforms - REP Kits	14,000.00	12,712.70
Winter Training Shirts	2,200.00	2,183.95
Total Uniforms	\$27,400.00	\$26,115.53
Total Expenses	\$166,470.00	\$159,286.19
PROFIT	\$510.00	-\$24,568.00

PUSLINCH MINOR SOCCER CLUB

**REVIEW ENGAGEMENT REPORT AND
FINANCIAL STATEMENTS**

SEPTEMBER 30, 2021



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of,
Puslinch Minor Soccer Club
Guelph, Ontario

We have reviewed the accompanying financial statements of Puslinch Minor Soccer Club that comprise the statement of financial position as at September 30, 2021, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

The Board of Directors' Responsibility for the Financial Statements

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

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Puslinch Minor Soccer Club as at September 30, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario
December 23, 2021



CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

AUDIT • TAX • ADVISORY

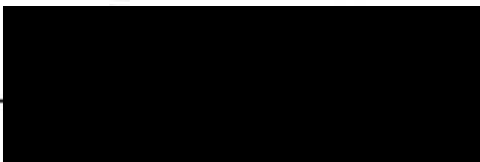
Baker Tilly GWD is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF FINANCIAL POSITION
AS AT SEPTEMBER 30, 2021**

	2021	2020
ASSETS		
CURRENT ASSETS		
Cash	\$ 77,230	\$ 90,565
Accounts receivable	907	4,688
	<u>78,137</u>	<u>95,253</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	12,769	8,728
Deferred contributions (Note 3)	19,410	16,000
	<u>32,179</u>	<u>24,728</u>
NET ASSETS		
UNRESTRICTED	<u>45,958</u>	<u>70,525</u>
	<u>78,137</u>	<u>95,253</u>

APPROVED ON BEHALF OF THE BOARD

Director: _____



PUSLINCH MINOR SOCCER CLUB
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	2021	2020
REVENUE		
Registration fees	\$ 129,456	\$ 93,065
Sponsorship income	5,018	5,100
Other income	244	26
Fundraising income		250
	<hr/>	<hr/>
	134,718	98,441
	<hr/>	<hr/>
EXPENDITURES		
Rent	48,974	23,833
Uniforms	26,116	21,294
Office expenses	25,482	16,231
Dues and user fees	18,174	7,605
Repairs and maintenance	15,618	4,554
Referees and linesmen	6,698	1,723
Advertising and promotion	5,988	1,400
Equipment	3,320	4,619
Technical director	3,105	9,730
Professional fees	2,785	2,380
Photography	2,058	
Insurance	967	967
	<hr/>	<hr/>
	159,285	94,336
	<hr/>	<hr/>
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	(24,567)	4,105
NET ASSETS - BEGINNING OF YEAR	<hr/>	<hr/>
	70,525	66,420
NET ASSETS - END OF YEAR	<hr/>	<hr/>
	45,958	70,525

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	2021	2020
CASH PROVIDED BY (USED FOR):		
OPERATING ACTIVITIES		
(Deficiency) excess of revenue over expenditures for the year	\$ (24,567)	\$ 4,105
CHANGES IN NON-CASH WORKING CAPITAL ITEMS		
Increase (decrease):		
Accounts receivable	3,781	(3,795)
Prepaid expenses		158
Accounts payable and accrued liabilities	4,041	(2,290)
Deferred contributions	3,410	16,000
	<u>11,232</u>	<u>10,073</u>
(DECREASE) INCREASE IN CASH	(13,335)	14,178
CASH - BEGINNING OF YEAR	<u>90,565</u>	<u>76,387</u>
CASH - END OF YEAR	<u>77,230</u>	<u>90,565</u>

**PUSLINCH MINOR SOCCER CLUB
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Puslinch Minor Soccer Club was incorporated without share capital under the Corporations Act of Ontario on February 27, 2012. The principal objective of the Club is to provide soccer for children in the Puslinch area. For Canadian income tax purposes, the Club qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in accordance with Canadian generally accepted accounting policies. The Club has adopted the following significant accounting policies:

REVENUE RECOGNITION

The Club follows the deferral method of accounting for contributions. Contributions restricted for future period expenses are deferred and recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, and the amount to be received can be reasonably estimated and collection is reasonably assured.

Registration fees are recognized as revenue when received at the beginning of the season.

Sponsorship revenue is recognized when received.

CONTRIBUTED SERVICES

The value of services provided by volunteers is not reflected in these financial statements as the value of such services is clearly not measurable.

CAPITAL ASSETS AND INTANGIBLE ASSETS

The Club expenses additions to capital and intangible assets as they are acquired as it is exempt from the requirement to capitalize and depreciate capital and intangible assets in accordance with Canadian accounting standards for not-for-profit organizations. In the current year, \$20,000 in intangible assets was expensed.

FINANCIAL INSTRUMENTS

Measurement of Financial Instruments

The Club initially measures its financial assets and liabilities at fair value. The Club subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

Impairment

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Club determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Club expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

PUSLINCH MINOR SOCCER CLUB
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Transaction Costs

The Club's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value are adjusted for transaction costs directly attributable to their origination, issuance or assumption of this instrument.

2. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is the Club's opinion that it is not exposed to significant interest, credit, currency or other price risks arising from these financial instruments. There has been no change to the risk exposure from 2020.

3. DEFERRED CONTRIBUTIONS

Deferred contributions consists of amounts received by the Organization for specific programs and projects that will be expended in future years. The funds have been recorded as deferred contributions until the related expense is recognized and will then be recognized as revenue.

	2021	2020
Return to play	\$ 10,200	\$ 12,000
ESL sponsorship funds	5,360	4,000
Timbits (U6)	1,925	
Timbits (U8)	1,925	
	<hr/> 19,410	<hr/> 16,000

4. SUBSEQUENT EVENTS

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. On March 21, 2021 and again on April 8, 2021, the Ontario Government declared a state of emergency as a result of the pandemic. Additionally, governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions.

Subsequent to the company's year end, many of the restrictions put in place to contain the outbreak were lifted or relaxed. However, the potential economic effects within the entity's environment and in the global markets, possible disruption in supply chains, and the measures introduced at various levels of government to curtail the spread of the virus, such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing, continue to impact the operations of the business and could have a material impact on the entity's future operations.

The Organization believes that it has the ability to continue as a going concern throughout the pandemic and there are adequate cash resources to fulfill existing commitments. No adjustments have been made to the current year's financial statements since it is difficult to reliably measure the impact of this uncertainty on the Organization's future financial results.

Puslinch Township Grant Application Budget

Volunteer Investment

Coaches Education (5 coaches)	\$	538	\$75 Making Ethical Decisions, \$32 Respect in Sport for Leaders
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Facility & Team Training Equipment

Netting (full size field goalposts 8' x 24')	\$	1,560	\$260/net x 2 goals x 3 fields
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Corner Flags	\$	555	set of 4 for 3 fields
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	\$	2,653	
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Mary Hasan

From: Township of Puslinch <services@puslinch.ca>
Sent: Wednesday, August 31, 2022 7:32 AM
To: Services <services@puslinch.ca>
Subject: New Entry: Township of Puslinch Grant Application Form

Organization Name
Puslinch Safe Communities

Contact Name and Position

Sara Bailey - chair

Organization Mailing Address

[REDACTED]

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$500

Organization's goals and objectives related to the grant request

Short and Long Term goals related to grant request:

- * Create safety awareness in the community by networking with new and existing partners
- * Provide education to the community
- * Facilitate implementation of activities that will address the priorities identified in the Wellington County Priority Setting Review

Related Function:

* The primary function of the committee is to engage with community partners to establish and implement activities and events that promote safety and prevent injury.

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 service that the Puslinch Safe Communities committee provides includes implementing a coordinated approach to addressing safety issues in the Township of Puslinch through inter-agency and local community group awareness, communication, co-operation and action. A vision of this community group is to help connect residents to existing programs within Wellington County and to help inform about services that are available.

This committee includes volunteers in the community who are passionate about Puslinch. We encourage volunteers to come forward who strongly support our goal of preventing injuries such as falls, intentional self harm, accidental poisoning, motor vehicle accidents, agricultural injuries, pedestrian/cycling injuries and sports & recreation injuries.

This past year Puslinch Safe Communities was a partner in the community Bike Rodeo comprised of Puslinch Fire Department, OPP, Optimists, Elliott bus lines and Guelph Wellington Paramedic services and we hope to conti

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.

Receiving a Township grant would allow Puslinch Safe Communnities to increase their presence within the community, improve communication and increase education opportunities. Funds received would help pay for signage, and information phamplets, it would help pay for fees and event supplies and it could help pay for guest speakers and information sessions that we are hoping to bring to Puslinch. (eg. Lion's Quest seminars).

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

Currently Puslinch Safe Communities has no predictable income. There is a monetary resource through Wellington Safe Communities that we can access but it is based on an application process and only allocated to specific events or expenses, usually as a reimbursement.

If we are unsuccessful in receiving a grant from the Township, it will dictate that our events or programs will be more minor in nature or that we will need to depend on other partners or associations. It may determine that education opportunities such as guest speakers would be unlikely.

Choose one category of funds requested

Category 1: Donation (funds requested - less than \$500)

Please provide a copy of the most current budget

☐ [No-budget-to-date.docx](#)

Please provide a copy of the most current financial statements

☐ [Safe-communities-bank-statement-Aug22.xlsx](#)

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

☐ [Terms-of-Reference.pdf](#)

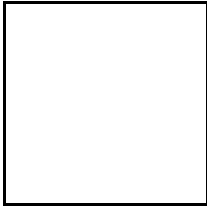
Dated This Day

08/31/2022

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

Sara Bailey - chair

Signature of Applicant on behalf of Organization



Sent from Township of Puslinch

Puslinch Safe Communities Account details - August 30, 2022

08/11/2022	OPEN ACCOUNT	0	0
08/25/2022	COUNTY OF WELLI BPY	250	250

* of note \$80.50 of this total is personal funds and will be reimbursed

therefore total funds currently available for Puslinch Safe Communities is \$169.50

No budget to date

Organization Name

Scientists in School

Contact Name and Position

Erin Westman, Regional Manager

Organization Mailing Address

[REDACTED]

Website

<http://www.scientistsinschool.ca>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

3000

Organization's goals and objectives related to the grant request

Scientists in School is an educational charity with a mission to ignite scientific curiosity in children so that they question intelligently; learn through discovery; connect scientific knowledge to their world; are excited about STEM; and have their interest in careers in those fields piqued. Our workshops offer children hands-on opportunities to 'think like a scientist' and develop STEM (science, technology, engineering and math) mindsets and skills for tomorrow's jobs.

The past 3 school years have been very challenging, with disruptions happening at a crucial development time for children: this development provides an important foundation for social well-being, competence, skill and confidence. It is well-documented that early gaps in learning if left unaddressed, shift children's future success trajectories. By providing valuable STEM enrichment to elementary students through our programming, we can help to address broadening gaps in learning for children in the region.

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.

We are asking the Township for \$3,000 to provide 10 complimentary virtual classroom workshops to students of Aberfoyle PS in Puslinch (10 workshops @\$300 each = \$3,000), directly impacting 240 local children and their 10 teachers.

The teachers will be able to choose a topic from our curriculum-aligned catalogue to augment their classroom learning. Through our virtual program, each participating child receives an individual mini science bag with the materials needed for each investigation which is theirs to keep afterwards and encourages them to keep exploring beyond the workshop. These materials have many benefits; among them is that it provides all families, regardless of income, an opportunity to extend experimentation and exploration through STEM.

We are still working on our in-person relaunch for this area, so we are requesting the flexibility to deliver the workshops either virtually or on-site as we continue to deal with unpredictable pandemic circumstances.

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.

240 local children will have the opportunity to develop vital 21st Century learning skills, such as critical thinking and problem solving, and the occasion to interact with our professional workshop presenters, who act as important STEM role models (particularly for girls as over 90% of our presenters are female).

Our program will help teachers at Aberfoyle PS to bring science concepts to life for their students, providing hands-on learning and equipment that is not normally feasible for teachers to provide for a single curriculum topic.

Furthermore, each teacher will also receive a Resource Package that outlines extension ideas that can be used to further curriculum connections. It is a valuable resource to use with current classes and in years to come.

From an Upper Grand DSB teacher: "Such an amazing learning experience. All materials were provided and clearly labeled for each child. Such great learning and so easy for educators to build on the learning opportunities presented."

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

As this is a very specialized and local project, it will only take place if we receive funding from the Township grant.

If we receive partial funding from the Township, the project can be scaled down accordingly. We would adjust the amount of classroom STEM workshops delivered based on the grant amount. For example, with \$2,100 we could deliver 7 virtual classroom workshops.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

☐ [Scientists-in-School_2021-22-Operating-Budget.pdf](#)

Please provide a copy of the most current financial statements

☐ [Scientists-in-School-Year-Ending-Aug.-2021-Audited-Financial-Statement.pdf](#)

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)

☐ [Scientists-in-School_2021-22-Operating-Budget.pdf](#)

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

☐ [SiS-Incorporation-document.pdf](#)

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

☐ [SiS-Charitable-registration-notification.pdf](#)

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

☐ [Scientists-in-School-By-Law-Nov.-8-2017.pdf](#)

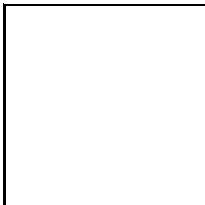
Dated This Day

08/25/2022

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

Amy Schindler, Director of Fund Development and Communications

Signature of Applicant on behalf of Organization



Sent from [Township of Puslinch](#)



**SCIENTISTS IN SCHOOL 2021-22 OPERATING BUDGET
FOR THE YEAR ENDING AUGUST 31, 2022**

	2021-22 Budget
Revenue:	
Virtual Classroom and community workshops	2,516,850
Corporate, Foundations and Individual Donations	987,500
Government grants	470,000
COVID Relief Subsidies	260,000
Other income	19,000
	4,253,350
Expenses:	
Direct Program Costs	
Workshop presenter costs	721,512
Student materials for workshops	622,070
Shipping costs for workshop materials	218,640
Premises	97,600
Salaries and benefits - program development, delivery & QA staff	1,573,295
Salaries and benefits - packing team	249,200
Website, translation and other	23,000
Marketing	2,000
	3,507,317
Administrative Costs	
Salaries and benefits	425,000
Operations, audit, training, governance, research and general	127,000
Depreciation	28,000
Information technology costs	55,000
Premises	99,500
	734,500
Total Expenses	4,241,817
NET REVENUE OVER EXPENSES	\$ 11,533

NOTES:

- 1) With the ongoing COVID-19 disruption to the school sector, we are estimating user paid workshops at 45% of normal
- 2) If bookings grow above our forecast, we will be able to replace the Federal Relief Funding with earned revenue
- 3) We anticipate schools and community settings may open to our on-site workshop model in spring 2022 at earliest, hence workshops will be mostly our virtual workshop model, with a possibility of running both models over the course of the school year and for community settings in the summer

SCIENTISTS IN SCHOOL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2021



INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF DIRECTORS OF
SCIENTISTS IN SCHOOL

Opinion

We have audited the financial statements of Scientists in School (the Organization), which comprise the balance sheet as at August 31, 2021 and the statements of earnings and accumulated surplus and changes in net assets and cash flows 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 August 31, 2021, and its financial performance and its cash flows for the year 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 these 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 related 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.

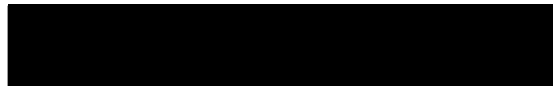
Auditor's Responsibilities for the Audit of the Financial Statements

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:

INDEPENDENT AUDITORS' REPORT (CONTINUED)

- 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.



Chartered Professional Accountant

Licensed Public Accountant

January 10, 2022

Ajax, Ontario

11

SCIENTISTS IN SCHOOL**STATEMENT OF EARNINGS AND ACCUMULATED SURPLUS****FOR THE YEAR ENDED AUGUST 31, 2021**

		<u>2021</u>	<u>2020</u>
Revenue			
Classroom and community workshops		\$ 1,186,954	\$ 1,954,612
Donations		707,829	583,071
Federal COVID relief funding		1,070,513	477,538
Government grants		684,071	369,974
Other income		6,133	32,496
Interest income		<u>4,031</u>	<u>3,957</u>
		<u>3,659,531</u>	<u>3,421,648</u>
Direct Program Costs			
Workshop presenter costs	\$ 378,345	\$ 1,138,643	
Workshop equipment and materials	315,262	236,259	
Workshop travel	195	87,000	
Workshop shipping	122,241	-	
Premises	100,126	90,953	
Salaries and benefits	1,772,460	1,431,063	
Community science outreach and events	415	954	
Program development, training and quality assurance	2,424	42,465	
Catalogues, brochures and resources	5,364	10,991	
Other	<u>16,662</u>	<u>2,713,494</u>	<u>26,452</u>
			<u>3,064,780</u>
Administrative Costs			
Salaries and benefits	421,741	370,815	
Office, training and general	93,954	93,698	
Depreciation	32,860	30,012	
Loss on disposal of assets	87	1,341	
Information technology costs	57,905	78,544	
Premises	83,311	99,205	
Promotion and business development	<u>3,947</u>	<u>693,805</u>	<u>11,076</u>
			<u>684,691</u>
Total Expenses		<u>3,407,299</u>	<u>3,749,471</u>
Net Revenue Over Expenses (Expenses Over Revenue)		<u>252,232</u>	<u>(327,823)</u>
Opening surplus		-	-
Depreciation		32,860	30,012
Loss on disposal of capital assets		87	1,341
Investment in capital assets		(11,631)	(38,124)
Revenue from deferred capital donations		(217)	(750)
Transfer from (to) internally restricted reserve for contingencies (Note 9)		-	232,271
Transfer from (to) internally restricted reserve for strategic investments (Note 10)		<u>-</u>	<u>103,073</u>
Closing balance		<u>\$ 273,331</u>	<u>\$ -</u>

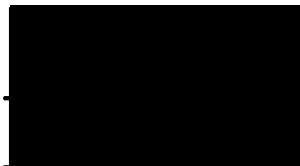
SCHEDULE A**SCIENTISTS IN SCHOOL****STATEMENT OF CHANGES IN NET ASSETS****FOR THE YEAR ENDED AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
Investment in Capital Assets		
Opening balance	\$ 119,915	\$ 112,394
Depreciation	(32,860)	(30,012)
Investment in capital assets	11,631	38,124
Loss on disposal of capital assets	(87)	(1,341)
Revenue from deferred capital donations	<u>217</u>	<u>750</u>
Closing balance	<u>\$ 98,816</u>	<u>\$ 119,915</u>
 Internally Restricted Reserve for Contingencies (Note 9)		
Opening balance	\$ 293,448	\$ 525,719
Transfer (to) from operations and accumulated surplus	<u>-</u>	<u>(232,271)</u>
Closing balance	<u>\$ 293,448</u>	<u>\$ 293,448</u>
 Internally Restricted Reserve for Strategic Investments (Note 10)		
Opening balance	\$ 50,000	\$ 153,073
Transfer (to) from operations and accumulated surplus	<u>-</u>	<u>(103,073)</u>
Closing balance	<u>\$ 50,000</u>	<u>\$ 50,000</u>
 Operating Surplus (Note 13)		
Opening balance	\$ -	\$ -
Excess of Revenue over Expenses	<u>273,331</u>	<u>-</u>
Closing balance	<u>\$ 273,331</u>	<u>\$ -</u>

SCIENTISTS IN SCHOOL**(INCORPORATED WITHOUT SHARE CAPITAL****UNDER THE LAWS OF THE PROVINCE OF ONTARIO)****BALANCE SHEET****AS AT AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
<u>ASSETS</u>		
Current		
Cash and short term investments (Note 3)	\$ 653,361	\$ 590,539
Accounts receivable (Note 4)	205,575	331,194
GST/HST rebate receivable	83,215	56,537
Prepaid expenses	97,560	34,756
Workshop supplies (Note 2(d))	<u>122,241</u>	<u>37,344</u>
	<u>1,161,952</u>	<u>1,050,370</u>
 Capital (Note 5)	 <u>99,514</u>	 <u>120,832</u>
	 <u>\$ 1,261,466</u>	 <u>\$ 1,171,202</u>

Approved by the Board of Directors:



SCIENTISTS IN SCHOOL**(INCORPORATED WITHOUT SHARE CAPITAL****UNDER THE LAWS OF THE PROVINCE OF ONTARIO)****BALANCE SHEET****AS AT AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
<u>LIABILITIES</u>		
Current		
Accounts payable and accrued charges	\$ 145,811	\$ 126,466
Deferred revenue (Note 6)	395,831	569,192
Deferred revenue - capital asset contributions	698	915
Deferred donations - Erin Gladwell Memorial Fund (Note 7)	<u>3,531</u>	<u>11,266</u>
	<u>545,871</u>	<u>707,839</u>
 <u>NET ASSETS</u>		
Investment in Capital Assets (Schedule A)	98,816	119,915
Internally Restricted Reserve For Contingencies (Schedule A)	293,448	293,448
Internally Restricted Reserve For Strategic Investments (Schedule A)	50,000	50,000
Operating Surplus (Schedule A)	<u>273,331</u>	<u>-</u>
	<u>715,595</u>	<u>463,363</u>
	<u>\$ 1,261,466</u>	<u>\$ 1,171,202</u>

SCIENTISTS IN SCHOOL**STATEMENT OF CASH FLOW****FOR THE YEAR ENDED AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
Cash provided by operating activities:		
Excess of revenue over expenses	\$ 252,232	\$ (327,823)
Items not affecting cash:		
Depreciation of capital assets	32,860	30,012
Loss on disposal of capital assets	87	1,341
Changes in non-cash working capital:		
Accounts receivable	125,620	(236,762)
GST/HST rebate receivable	(26,678)	37,975
Prepaid expenses	(62,804)	30,681
Workshop supplies	(84,897)	44,407
Accounts payable and accrued charges	19,346	(15,358)
Deferred revenue	(173,578)	78
Deferred donations	<u>(7,735)</u>	<u>(472)</u>
	<u>74,453</u>	<u>(435,921)</u>
Cash provided by (used in) investment activities:		
Investment in capital assets	<u>(11,631)</u>	<u>(38,124)</u>
Cash Provided (Used)	62,822	(474,045)
Cash, Beginning of Year	<u>590,539</u>	<u>1,064,584</u>
Cash, End of Year	<u>\$ 653,361</u>	<u>\$ 590,539</u>

SCIENTISTS IN SCHOOL

NOTES TO FINANCIAL STATEMENTS

AS AT AUGUST 31, 2021

1. Nature of Operations

On January 25, 1999, Scientists in School was incorporated without share capital under the laws of the Province of Ontario. On October 1, 2010, Scientists in School was extra-provincially registered in the Province of Alberta. In December 2020, Scientists in School was extra-provincially registered in British Columbia, Saskatchewan, Manitoba, Prince Edward Island, Nova Scotia, New Brunswick and Newfoundland. In November 2021, the extra-provincial registration was granted in Quebec.

Scientists in School is a registered charity under the Income Tax Act (Canada) and is therefore exempt from payment of income taxes.

The goals and objectives of the Organization are as follows:

- To stimulate interest and enthusiasm in children for science and its applications in engineering and technology.
- To demonstrate through role modelling that all children can pursue careers in science and technology.
- To enhance the capability and confidence of elementary teachers to teach science.
- To help students develop stronger science skills so they will be better prepared for a future in which science and technology applications will dominate.
- To foster responsible attitudes towards protection of the environment.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Revenue Recognition

Classroom and community workshop revenues, interest and other income are recognized as they are earned. Donations are recognized as received unless for a restricted purpose that has not yet occurred in which case they are deferred. Donations used for capital purposes are recognized over the life of the capital purchase made.

SCIENTISTS IN SCHOOL**NOTES TO FINANCIAL STATEMENTS****AS AT AUGUST 31, 2021****2. Significant Accounting Policies (cont'd)****(b) Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Included in these financial statements are estimates for accounts receivable, allowance for doubtful accounts, accounts payable and accrued charges and deferred revenue.

(c) Depreciation

Depreciation charges are calculated on the declining balance basis at the following rates:

Equipment	20%
Office furniture and fixtures	20%
Computer hardware	30%
Computer software	100%
Office equipment	20%
Sign	20%
Leasehold improvements	1/5 straight-line
Computer software implementation	1/3 straight-line

(d) Workshop Supplies

Workshop supplies are valued at the lower of cost and net realizable value on a first-in, first-out basis.

SCIENTISTS IN SCHOOL**NOTES TO FINANCIAL STATEMENTS****AS AT AUGUST 31, 2021****3. Cash and Short Term Investments**

Cash and short term investments consist of the following:

	<u>2021</u>	<u>2020</u>
Cash in bank	\$ 418,470	\$ 359,679
Term deposit, bearing an interest rate of 1.80% and maturity date of September 6, 2022	177,295	174,192
Term deposit, bearing an interest rate of 1.60% and maturity date of September 9, 2021	<u>57,596</u>	<u>56,668</u>
	<u>\$ 653,361</u>	<u>\$ 590,539</u>

4. Accounts Receivable

An allowance for doubtful accounts of \$1,000 in 2021 (2020: \$1,000) has been deducted.

5. Capital Assets

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>2021 Net</u>	<u>2020 Net</u>
Equipment	\$ 168,811	\$ 162,296	\$ 6,515	\$ 8,144
Office furniture and fixtures	65,736	47,833	17,903	22,378
Computer hardware	113,943	83,568	30,375	29,358
Computer software	47,270	47,270	-	-
Office equipment	14,850	8,424	6,426	8,033
Sign	1,380	871	509	636
Leasehold improvements	49,939	25,872	24,067	29,416
Computer software implementation	<u>206,658</u>	<u>192,939</u>	<u>13,719</u>	<u>22,867</u>
	<u>\$ 668,587</u>	<u>\$ 569,073</u>	<u>\$ 99,514</u>	<u>\$ 120,832</u>

SCIENTISTS IN SCHOOL**NOTES TO FINANCIAL STATEMENTS****AS AT AUGUST 31, 2021****6. Deferred Revenue**

Grants and registrations are received in advance for future use and consist of the following:

	<u>Opening Balance</u>	<u>Received In the Year</u>	<u>Revenue Recognized</u>	<u>Closing Balance</u>
Presentation registrations	\$ 36,432	\$ 20,401	\$ 46,699	\$ 10,134
Government grants	324,275	336,911	369,974	291,212
Corporate grants	115,400	323,663	399,383	39,680
Community group grants	<u>93,085</u>	<u>91,119</u>	<u>129,399</u>	<u>54,805</u>
	<u>\$ 569,192</u>	<u>\$ 772,094</u>	<u>\$ 945,455</u>	<u>\$ 395,831</u>

7. Erin Gladwell Memorial Fund

Unused donations received from the Organization's workshop presenters and staff specifically designated to the Erin Gladwell Memorial Fund are restricted for the purpose of providing complimentary workshops for schools in low socio-economic areas.

The current and prior year's activities were as follows:

	<u>2021</u>	<u>2020</u>
Opening balance	\$ 11,266	\$ 11,738
Receipts		
Donations	1,985	7,118
Expenditures		
Less-privileged school complimentary workshops	<u>(9,720)</u>	<u>(7,590)</u>
	<u>\$ 3,531</u>	<u>\$ 11,266</u>

8. Credit Facilities

The Organization has a secured revolving line of credit for working capital purposes. Security is provided by the term deposits. The maximum line of credit is capped at \$200,000 with monthly interest payments of prime plus 1%. At year end, the balance on the line of credit was \$Nil (2020: \$Nil).

SCIENTISTS IN SCHOOL**NOTES TO FINANCIAL STATEMENTS****AS AT AUGUST 31, 2021****9. Internally Restricted Reserve For Contingencies**

In 2005, the Board authorized the transfer of \$200,000 from the operating surplus to an internally Restricted Reserve for Contingencies as related to the long-term strategic plan for the Organization. In 2010, a motion was passed to transfer all current and future surpluses in a ratio of 70%/30% between the Restricted Reserve for Contingencies and the Restricted Reserve for Strategic Investments. Expenditures to be made from this fund require Board approval. During the year, the Board authorized a transfer of \$Nil (2020:\$Nil) from the operating and accumulated surplus to this restricted reserve for contingencies fund. The Board authorized a transfer of \$Nil (2020: \$232,271) from this restricted reserve for contingencies fund to the operating and accumulated surplus.

10. Internally Restricted Reserve For Strategic Investments

In 2007, the Board authorized the establishment of an internally restricted reserve for strategic investments. Expenditures made from this fund require Board approval. During the year, the Board authorized a transfer of \$Nil (2020: \$Nil) from the operating and accumulated surplus to this reserve fund. The Board authorized a transfer of \$Nil (2020: \$103,073) from this reserve fund to the operating and accumulated surplus.

11. Financial Instruments

The Organization monitors, evaluates and manages the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include credit risk and interest rate risk .

(a) Credit risk

The Organization is exposed to credit risk in connection with its accounts receivable. The majority of receivables are due from other not-for-profit organizations. A provision has been made for doubtful accounts.

(b) Interest rate risk

The Organization is exposed to interest rate risk in connection with its approved, revolving line of credit. Changes in the bank's prime lending rate can cause fluctuations in interest payments and cash flows. The Organization does not use derivative financial instruments.

SCIENTISTS IN SCHOOL

NOTES TO FINANCIAL STATEMENTS

AS AT AUGUST 31, 2021

12. Commitments

(a) Office Space

- (i) The Organization leases its Pickering office space under a 5-year lease expiring January 31, 2026. Annual estimated base rent, including common area charges, utilities and leasehold improvements and applicable taxes, is required as follows:**
 - First 30 months - August 1, 2021 - January 31, 2024: \$11,996 per month plus applicable taxes**
 - Second 30 months - February 1, 2024 - July 31, 2026: \$11,996 per month plus applicable taxes**
- (ii) The committed amounts above does not include \$7,366 balance remaining of July & August 2020 rent deferred over 36 months ending in 2023.**

(b) Equipment Lease

- (i) The Organization leases a photocopier under an operating lease expiring June 28, 2024. The annual lease payments including applicable taxes are \$7,375.**
- (ii) The Organization leases a photocopier under an operating lease expiring November 13, 2023. The annual lease payments including applicable taxes are \$1,728.**
- (iii) The Organization leases a postage meter under an operating lease expiring November 28, 2026. The annual lease payments including applicable taxes are \$705.**

(c) Booking Site Support

- (i) The Organization committed to an agreement with BDO Canada LLP for the support of their new booking website and enhanced booking management system. Payments are \$1,500 per month plus applicable taxes for the period March, 2021 to March, 2022.**

SCIENTISTS IN SCHOOL

NOTES TO FINANCIAL STATEMENTS

AS AT AUGUST 31, 2021

13. Operating Surplus

The Organization in projecting its 2021/22 results, expects that it will be required to utilize the 2020/21 surplus to cover normal operations. Therefore, the surplus has been left for this purpose and not transferred to reserve funds as it would be its usual practice. While every effort will be made to not require the use of these funds, the uncertainty surrounding ongoing government subsidies and grants as well as the pandemic influences on available funding from donors, led the Board to make this decision.

14. COVID-19 Impact

On March 11, 2020, the World Health Organization declared a global pandemic (the “pandemic”) as a result of the spread of COVID-19. Since that time, the pandemic has severely impacted local economies around the globe. In many countries, including Canada, organizations were forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of COVID-19, including travel bans, quarantines, physical distancing, and closures of nonessential services have triggered significant disruptions to organizations worldwide, resulting in a widespread economic slowdown. Governments and central banks have responded with monetary and fiscal interventions in an attempt to stabilize economic conditions.

In response to local government restrictions, the Organization was not able to continue with certain planned events, while working to support its programs through the periods of government restrictions. As a result of the pandemic, the Organization has received federal wage & rent subsidies in order to minimize the financial impact of the pandemic on its employees. The Organization recognized total government subsidies of \$1,025,491 (2020: \$477,538) which have been recognized in the statement of operations. As at August 31, 2021, \$131,101 of government assistance was included in accounts receivable.

RECEIVED

AUG 11 2022

Township of Puslinch

The Corporation of the Township of Puslinch 7404 Wellington Road 34
Puslinch, ON, N0B 2J0

Attention: Grant Application Program

Thank you for taking the time to consider Whistle Stop Cooperative Preschools Grant Application.

We have been closed since March 2020 so our financials are a little out dated – however nothing has changed since we did our budget in September 2020.

Our first meeting with the new families will be held August 24th or 25th – at that time we will make some financial decision regarding fundraising etc.

Again, thank you for your consideration.
We look forward to hearing from you.

Sandra Gunson
Supervisor
Whistle Stop Preschool Inc.



Township of Puslinch

Grant Application Form

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

Applicant information

Organization name *

Whistle Stop Cooperative Preschool Inc.

Contact name and position *

Sandra Gunson

Organization mailing address *

[REDACTED]

Website

www.whistlestoppreschool.com

Telephone Number *

[REDACTED]

Ext.

Email Address *

[REDACTED]

Questionnaire

Grant amount applied for *

\$500

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

Currently Whistle Stop has a very old - quite awkward and heavy wooden sign (approx. 20 years old) We would like to use this grant money to increase awareness of our preschool with a new and much easier to handle road side sign. The preschool has been closed for over two years with the covid restrictions, we are opening up and would be grateful to have a nice new branding board for the residents of Puslinch Township and passing traffic know we are located in the PCC. This new board would give us the ability to change inserts to promote open house or spaces available in our community program.

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. *

we would like to purchase a new A-frame sign with inserts to convey information regarding our location and hours of operation

our current wooden sign is quite heavy and very awkward for storage during non program time

we have a parent putting the sign in and out as part of the cooperatives parent duty and our current sign has seen its time (approx 20 yrs old) and is heavy to put in and out of a trunk of a car

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 stated we have been closed for over 2 years.... we want this program to succeed... every community needs program for families with young children... Whistle Stop NEEDS to get our program name back out in the community and this new sign could be a great asset to us as we can promote or program as well as events we are hosting - ie registrations - open house-fundraisers.....

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

Unfortunately if we did not get be in a position at this time to purchase a new sign. Our budget for advertising is low and with our program being closed we have not done any fundraising ... opening back up will mean some costs we did not have prior to covid - extra staff - extra supplies etc.
So in short it would not be a priority expense.

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 11, 2022

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

Sandra Gunson, Program Supervisor

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

Signature of Applicant on behalf of Organization *

A black rectangular box redacting the signature of the applicant.

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

* Please note we have been closed since March 2020 This is last budget done.

Schedule I to Report FIN-2022-037

WHISTLE STOP CO-OPERATIVE PRESCHOOL INC.

We will be creating new budget end of Aug at our Parent meeting

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

10:09 PM

The Whistle Stop Cooperative Preschool Inc.
Profit & Loss

11/20/19

September 2018 through August 2019

Accrual Basis

	Sep '18 - Aug 19	Sep '17 - Aug 18
Income		
County Grants	7,793.13	6,561.76
Dance Income	7,727.00	10,551.00
Donations	0.00	249.73
Field Trip Income	48.00	22.00
Interest Income	4.68	8.53
Pointsetta fundraiser	1,920.00	2,068.00
Toy cleaning	100.00	420.00
Tuition Fees	17,635.25	21,690.00
Total Income	35,228.06	41,571.02
Expense		
Accounting	2,090.50	2,090.50
Administrative	0.00	88.82
Advertising	155.37	89.27
Dance costs	1,996.96	2,035.29
Facility fees	1,158.79	0.00
Field Trips/Special Events	180.80	249.73
Graduation	306.98	209.00
Insurance	1,681.56	1,680.68
Interest & service charges	26.33	24.89
License, fees & courses	160.00	245.00
Pointsettas	1,581.24	1,681.68
Supplies & toys	2,398.75	1,070.54
Wages	28,429.85	30,839.51
Total Expense	40,167.13	40,304.91
Net Income	-4,939.07	1,266.11

Proposed new sign.
if grant
approved
each insert
to put in
sign is
\$50.00

Schedule 1 to Report FIN-2022-037



Change signs in seconds

- With patented Quick-Change™ feature, signs easily slide in and out
- Use Coroplast™ signs or other rigid sign material 3/16" thick or less
- Holds two signs, 24"W x 36"H

Stay Tabs™ ensure signs stay securely in place

No Maintenance

- All plastic, use indoors and out

No tape, Velcro®, or screws needed

- Eliminates fastener damage to signs

Can internally weight with sand

- Ballasting columns, add sand to each leg

Hinges lock in open position

- Prevents over-extended sign faces

Deluxe Signicade Model - Retail Pricing (Stand Only)
\$185.00ea, plus applicable taxes

Single Sided \$50.00ea, plus applicable taxes
Double Sided \$89.00ea, plus applicable taxes

Policy No. 2017-004
Township of Puslinch
Corporate Policy

TITLE: GRANT APPLICATION POLICY

DATE: October 2017

SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch ("Township").

2.0 Organization Eligibility

Organizations applying for grant funding must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that benefit the Township and its residents; and
- demonstrate financial need; and
- be in good financial standing with the Township and not in litigation with the Township; and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

For the purposes of this policy, services that benefit the Township and its residents include:

- Charitable community services
- Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- Specific cultural and heritage activities
- Programs that improve the health and well-being of the community
- Programs that encourage participation in organized athletic activities
- Services or events directed for youth and older adults
- Public safety enhancement services

Policy No. 2017-004
Township of Puslinch
Corporate Policy

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes
- Groups or organizations of a religious nature.
- County, Provincial, and Federal organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

For the purposes of this policy, the Wellington County Farm and Home Safety Association and the Wellington County Plowmen's Association are deemed to meet the eligibility criteria.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs including bartending.
- Insurance and accounting costs.
- Food and beverages
- Office equipment, furniture, and supplies
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.
- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Donation (funds requested – less than \$500)

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – Sponsor or Contributor (funds requested - \$500 to \$3,000)

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

Category 3 – Project Funder (funds requested – greater than \$3,000)

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

6.0 Annual Application Requirements

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.
- Organizations requesting grants of greater than \$3,000 (Category 3) are required to present their requests to Council during the budget process.
- A copy of the most current budget.
- A copy of the most current financial statements.

7.0 Initial Application Requirements

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its 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.
- A copy of mandate, constitution and by-laws, as applicable.

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

The completed grant application form and supporting documentation must be submitted electronically on the Township's website at www.puslinch.ca by **2:00 pm on the last business day of August** or to the attention of the Finance Department at the address noted below:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
Attention: Grant Application Program

8.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$3,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

9.0 Approval – Budget

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.